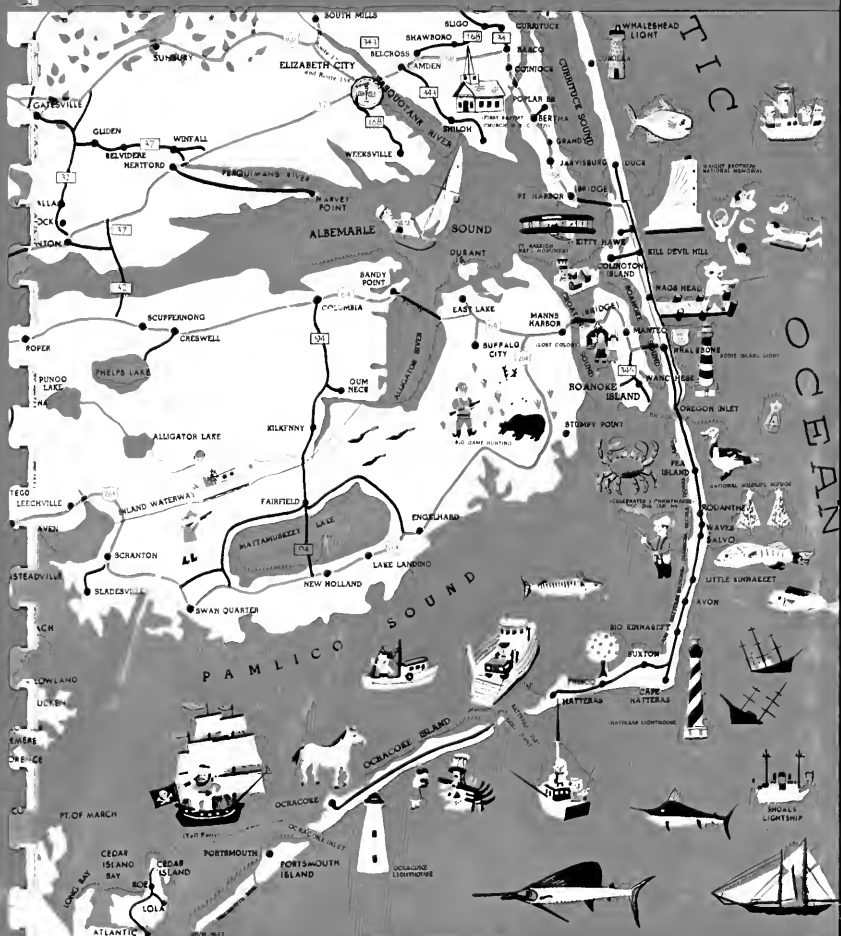


COLLEGE OF THE ALBEMARLE

1975-1977



WHAT IS A STUDENT

A STUDENT is the most important person in our college.

A STUDENT is not an interruption of our work—he is the purpose of it.

A STUDENT is a necessary part of our business—he is not an outsider.

A STUDENT is not a cold statistic—he is a flesh-and-blood human being, with feelings and emotions like yours and mine.

A STUDENT is a person who brings us his needs—it is our privilege to fill those needs.

A STUDENT is deserving of our most courteous and attentive treatment.

A STUDENT is a full partner in our effort to cultivate wisdom through knowledge.

A STUDENT is the life blood of this and every college.

**COLLEGE OF
THE ALBEMARLE**

**Catalog
1975-1977**

FOREWORD

All statements in this publication are announcements of present policies and are subject to change at any time without prior notice. College of The Albemarle reserves the right to make changes in program requirements and offerings, in regulations, and in fees. The college also reserves the right to discontinue at any time any program or courses described in this catalog. While every effort will be made to give advance notice of any change of a program or course, such notice is not guaranteed or required.

College of The Albemarle does not use race, creed, color, or sex as a criterion for admission to any part of any program or activity.

The college is an equal educational opportunity institution.

Unless otherwise indicated in a college publication, this catalog becomes effective September, 1975 and remains in effect through August, 1977.

MAILING ADDRESS

College of The Albemarle
Elizabeth City, North Carolina 27909

Telephone (919) 335-0821

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ACADEMIC CALENDAR

SUMMER QUARTER 1975

| | |
|-----------------|--|
| April 28-June 2 | Open registration for all summer classes. |
| June 2 | Monday. Registration 8:00-9:00 A.M. Classes begin at 9:00 A.M. |
| June 6 | Friday. Last day to register or add classes. |
| June 11 | Wednesday. End of refund period. |
| July 4 | Friday. Holiday. |
| July 7 | Monday. Classes resume. |
| August 18 | Monday. Summer quarter ends. |
| August 19 | Tuesday. Commencement, 8:00 P.M. |

MINI-MESTERS: SUMMER 1975

To run concurrently with Summer Quarter.

FIRST MINI-MESTER

| | |
|---------|--|
| June 2 | Monday. Registration 8:00-9:00 A.M. Classes begin at 9:00 A.M. |
| June 3 | Tuesday. Last day to register or add classes. |
| June 11 | Wednesday. End of refund period. |
| June 24 | Tuesday. First mini-mester ends. |

SECOND MINI-MESTER

| | |
|---------|---|
| June 25 | Wednesday. Registration 8:00-9:00 A.M. Classes begin at 9:00 A.M. |
| June 26 | Thursday. Last day to register or add classes. |
| July 4 | Friday. Holiday. |
| July 7 | Monday. Classes resume. |
| July 7 | Monday. End of refund period. |
| July 18 | Friday. Second mini-mester ends. |

THIRD MINI-MESTER

| | |
|-----------|--|
| July 21 | Monday. Registration 8:00-9:00 A.M. Classes begin at 9:00 A.M. |
| July 22 | Tuesday. Last day to register or add classes. |
| July 30 | Wednesday. End of refund period. |
| August 12 | Tuesday. Third mini-mester ends. |
| August 19 | Tuesday. Commencement, 8:00 P.M. |

FALL QUARTER 1975

| | |
|----------------|---|
| July 7- | Open registration for fall quarter. |
| September 5 | |
| September 5 | Friday. Freshman and transfer student orientation and counseling. |
| September 8 | Monday. First day of classes. |
| September 12 | Friday. Last day to register or add classes. |
| September 17 | Wednesday. End of refund period. |
| October 27 | Monday. Open registration begins for winter quarter. |
| November 21 | Friday. Fall quarter ends. |
| November 24-30 | Thanksgiving holidays. |

WINTER QUARTER 1975-76

| | |
|---------------------------|---|
| October 27- December 1 | Open registration for winter quarter. |
| December 1 | Monday. Freshman and transfer student orientation and counseling. |
| December 2 | Tuesday. First day of classes. |
| December 8 | Monday. Last day to register or add classes. |
| December 11 | Thursday. End of refund period. |
| December 19 | Friday. Christmas holidays begin after last class. |
| January 5 | Monday. Classes resume. |
| February 3 | Tuesday. Open registration begins for spring quarter. |
| March 1 | Monday. Winter quarter ends. |

SPRING QUARTER 1976

| | |
|------------------------|---|
| February 3- March 4 | Open registration for spring quarter. |
| March 4 | Thursday. Freshman and transfer student orientation and counseling. |
| March 5 | Friday. First day of classes. |
| March 11 | Thursday. Last day to register or add classes. |
| March 15 | Monday. End of refund period. |
| April 15 | Thursday. Easter holidays begin after last class. |
| April 20 | Tuesday. Classes resume. |
| April 27 | Tuesday. Open registration begins for summer quarter. |
| May 24 | Monday. Spring quarter ends. |
| May 26 | Wednesday. Commencement, 8:00 P.M. |

SUMMER QUARTER 1976

| | |
|---------------------|--|
| April 27- May 31 | Open registration for all summer classes. |
| May 31 | Monday. Registration 8:00-9:00 A.M. Classes begin at 9:00 A.M. |
| June 4 | Friday. Last day to register or add classes. |
| June 9 | Wednesday. End of refund period. |
| July 5 | Monday. Holiday—Observance of Independence Day. |
| August 16 | Monday. Summer quarter ends. |
| August 17 | Tuesday. Commencement, 8:00 P.M. |

MINI-MESTERS: SUMMER 1976

To run concurrently with Summer Quarter.

FIRST MINI-MESTER

| | |
|---------|--|
| May 31 | Monday. Registration 8:00-9:00 A.M. Classes begin at 9:00 A.M. |
| June 1 | Tuesday. Last day to register or add classes. |
| June 9 | Wednesday. End of refund period. |
| June 22 | Tuesday. First mini-mester ends. |

SECOND MINI-MESTER

| | |
|---------|---|
| June 23 | Wednesday. Registration 8:00-9:00 A.M. Classes begin at 9:00 A.M. |
|---------|---|

| | |
|---------|---|
| June 24 | Thursday. Last day to register or add classes. |
| July 2 | Friday. End of refund period. |
| July 5 | Monday. Holiday—Observance of Independence Day. |
| July 16 | Friday. Second mini-mester ends. |

THIRD MINI-MESTER

| | |
|-----------|--|
| July 19 | Monday. Registration 8:00-9:00 A.M. Classes begin at 9:00 A.M. |
| July 20 | Tuesday. Last day to register or add classes. |
| July 26 | Monday. End of refund period. |
| August 10 | Tuesday. Third mini-mester ends. |
| August 17 | Tuesday. Commencement, 8:00 P.M. |

FALL QUARTER 1976

| | |
|----------------|--|
| July 6- | Open registration for fall quarter. |
| September 7 | |
| September 7 | Tuesday. Freshman and transfer student orientation and counseling. |
| September 8 | Wednesday. First day of classes. |
| September 14 | Tuesday. Last day to register or add classes. |
| September 17 | Friday. End of refund period. |
| October 27 | Wednesday. Open registration begins for winter quarter. |
| November 23 | Tuesday. Fall quarter ends. |
| November 24-30 | Thanksgiving holidays. |

WINTER QUARTER 1976-77

| | |
|-------------|--|
| October 27- | Open registration for winter quarter. |
| December 1 | |
| December 1 | Wednesday. Freshman and transfer student orientation and counseling. |
| December 2 | Thursday. First day of classes. |
| December 8 | Wednesday. Last day to register or add classes. |
| December 13 | Monday. End of refund period. |
| December 17 | Friday. Christmas holidays begin after last class. |
| January 3 | Monday. Classes resume. |
| February 3 | Thursday. Open registration begins for spring quarter. |
| March 2 | Wednesday. Winter quarter ends. |

SPRING QUARTER 1977

| | |
|-------------|---|
| February 3- | Open registration for spring quarter. |
| March 7 | |
| March 7 | Monday. Freshman and transfer student orientation and counseling. |
| March 8 | Tuesday. First day of classes. |
| March 14 | Monday. Last day to register or add classes. |
| March 17 | Thursday. End of refund period. |
| April 6 | Wednesday. Easter holidays begin after last class. |
| April 14 | Thursday. Classes resume. |
| May 3 | Tuesday. Open registration begins for summer quarter. |
| May 30 | Monday. Spring quarter ends. |
| June 1 | Wednesday. Commencement, 8:00 P.M. |

SUMMER QUARTER 1977

| | |
|--------------|--|
| May 3-June 2 | Open registration for all summer classes. |
| June 2 | Thursday. Registration 8:00-9:00 A.M. Classes begin at 9:00 A.M. |
| June 8 | Wednesday. Last day to register or add classes. |
| June 13 | Monday. End of refund period. |
| July 4 | Monday. Holiday. |
| August 18 | Thursday. Summer quarter ends. |
| August 19 | Friday. Commencement, 8:00 P.M. |

MINI-MESTERS: SUMMER 1977

To run concurrently with Summer Quarter

FIRST MINI-MESTER

| | |
|---------|--|
| June 2 | Thursday. Registration 8:00-9:00 A.M. Classes begin at 9:00 A.M. |
| June 3 | Friday. Last day to register or add classes. |
| June 13 | Monday. End of refund period. |
| June 24 | Friday. First mini-mester ends. |

SECOND MINI-MESTER

| | |
|---------|--|
| June 27 | Monday. Registration 8:00-9:00 A.M. Classes begin at 9:00 A.M. |
| June 28 | Tuesday. Last day to register or add classes. |
| July 4 | Monday. Holiday. |
| July 7 | Thursday. End of refund period. |
| July 20 | Wednesday. Second mini-mester ends. |

THIRD MINI-MESTER

| | |
|-----------|--|
| July 21 | Thursday. Registration 8:00-9:00 A.M. Classes begin at 9:00 A.M. |
| July 22 | Friday. Last day to register or add classes. |
| August 1 | Monday. End of refund period. |
| August 12 | Tuesday. Third mini-mester ends. |
| August 19 | Friday. Commencement, 8:00 P.M. |



BOARD OF TRUSTEES

SELBY SCOTT, *Chairman* Pasquotank County
J. MACN. DUFF, *Vice-Chairman* Pasquotank County
DR. S. BRUCE PETTEWAY, *Secretary* Pasquotank County

GOVERNOR'S APPOINTEES

Term Expires

| | | |
|--------------------|---------|-------------------|
| GERALD F. WHITE | 6/30/75 | Pasquotank County |
| WILLIAM F. AINSLEY | 6/30/77 | Perquimans County |
| VERNON G. JAMES | 6/30/79 | Pasquotank County |
| JEAN L. POSTON | 6/30/81 | Pasquotank County |

PASQUOTANK COUNTY COMMISSIONERS' APPOINTEES

| | | |
|---------------------|---------|-------------------|
| SELBY SCOTT | 6/30/75 | Pasquotank County |
| W. T. JACKSON, JR. | 6/30/77 | Pasquotank County |
| J. MACN. DUFF | 6/30/79 | Pasquotank County |
| JOSEPH L. LAMB, JR. | 6/30/81 | Pasquotank County |

ELIZABETH CITY-PASQUOTANK COUNTY BOARD OF EDUCATION APPOINTEES

| | | |
|-------------------|---------|-------------------|
| L. A. HARRIS, JR. | 6/30/75 | Pasquotank County |
| J. CARROLL ABBOTT | 6/30/77 | Pasquotank County |
| JOSEPH P. KRAMER | 6/30/79 | Pasquotank County |
| J. HENRY LEROY | 6/30/81 | Pasquotank County |

ADMINISTRATIVE OFFICERS

| | |
|--------------------------------|----------------------------|
| President | DR. SAMUEL BRUCE PETTEWAY |
| Dean of Instruction | DR. J. PARKER CHESSON, JR. |
| Dean of Student Services | G. JOHN SIMMONS, JR. |
| Business Manager | HENRY J. BURNES |

ADMINISTRATIVE STAFF

| | |
|--|----------------------|
| Admissions Counselors | JANET L. BANKS |
| | KENNETH D. WILSON |
| Admissions and Testing, Director of; | |
| Counselor | W. CHARLES FRANCIS |
| Assistant Dean of Instruction | NORMAN L. NORFLEET |
| Assistant to the President | ROSE MARIE WISE |
| Bookkeeper | DOROTHY G. FERRELL |
| Financial Aid, Director of; Counselor | GARY D. PARSONS |
| Occupational Counselor; Director of Disadvantaged and Handicapped Program | G. CURTIS NEWBY, SR. |
| Occupational Counselor; Director of Placement | J. BRUCE SHEPHERD |
| Physical Facilities, Director of | CURTIS J. OLDS, SR. |
| Public Information Officer | WILLIAM F. HASKETT |
| Registrar | ELIZABETH W. FULLER |
| Student Activities, Coordinator of; | |
| Counselor | M. IDESSA HASKETT |

DEPARTMENT CHAIRMEN

| | |
|--|-------------------------|
| Business | JAMES T. CONNOLLY |
| Continuing Education | W. CLAYTON MORRISSETTE |
| Cooperative Education | NORMAN L. NORFLEET |
| Drafting and Design | ROBERT L. FORD |
| Electronics | DAVID T. HODGES |
| Evening Program | JAMES A. MASON |
| Fine Arts | ANNA W. BAIR |
| Health, Physical Education, and Athletics | DR. WILLIAM R. STERRITT |
| Library Services | C. DONALD LEE |
| Mathematics and Natural Sciences | DR. WADE H. JORDAN, JR. |

| | |
|-------------------------|--------------------|
| Modern Languages | JAMES T. BRIDGES |
| Nursing | WILMA W. HARRIS |
| Social Sciences | JOSEPH M. SALMON |
| Special Projects | JOHN C. MARSHALL |
| Vocational Trades | DEMPSEY D. BURGESS |

ATHLETICS

| | |
|---------------------------------|-------------------------|
| Director of Athletics | DR. WILLIAM R. STERRITT |
| Coach, Baseball | SHELBY H. MANSFIELD |
| Coach, Assistant Baseball | C. MARION HARRIS, JR. |
| Coach, Basketball | JAMES L. HARVEY |
| Coach, Golf | DAVID T. HODGES |
| Coach, Tennis | MARTHA KAY PATTERSON |
| Intramural Athletics | MARTHA KAY PATTERSON |

CLERICAL AND SECRETARIAL STAFF

| | |
|--|----------------------|
| Admissions | JUDY T. NERO |
| Accounting Machine Operator | PEGGY M. HARRIS |
| Cashier | THELMA L. SANDERS |
| Continuing Education Department | CAROLYN H. HOPKINS |
| Continuing Education Department | MARIE L. RIFFLE |
| Cooperative Education Department | GLORIA M. CROWELL |
| Dean of Instruction | ARLETT I. JONES |
| Dean of Student Services and Registrar | RITA C. PRIVOTT |
| Faculty, Main Building | JANICE P. BRYANT |
| Faculty, Technical Center | A. LYNN SAWYER |
| Financial Aid | LOIS L. JENNINGS |
| Health, Physical Education, and Athletics | WORDA J. SUMMEROUR |
| Library Services Department | HELEN M. KICKLIGHTER |
| Nursing Department | PATRICIA D. SWEENEY |
| President | ADELE R. CAMPBELL |
| Special Projects Department | JEANNE F. MCCAIN |
| Student Services | CARRIE E. BOGUES |

SUPPORTIVE STAFF

| | |
|-------------------------------|-------------------|
| Audio-visual Technician | BRYAN T. O'LEARY |
| Bookstore Manager | SELMA D. FRANKLIN |

| | |
|-----------------------------|--------------------|
| Equipment Coordinator | MARY F. SPRUILL |
| Graphic Arts | JESSE L. JOHNSON |
| Purchasing Agent | VIRGINIA H. HURDLE |
| Switchboard Operator | GAIL C. BUTTS |

PHYSICAL FACILITIES STAFF

| | |
|----------------------|--------------------|
| LARRY E. BILLETT | RUTH E. GLASPER |
| LUTHER BOGUES, JR. | ISAAC MATHEWS, JR. |
| GEORGIA S. BROOKS | LLOYD G. REESE |
| SALVATORE J. CINELLI | DOLLY E. TILLET |
| RICHARD L. GALLOP | |

FACULTY AND STAFF

- AYDETT, L. CLATE Mathematics
B.A., Duke University; M.A., East Carolina University
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B.A., University of North Carolina at Greensboro; M.A.Ed., East Carolina University
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- BAIR, ANNA W. Art and Music
A.B., B. Music, Salem College; M.A., DePaul University; Associate American Guild of Organists; Royal School of Church Music (England)
- BANKS, JANET L. Admissions Counselor
B.S., East Carolina University
- BAUMWART, KATHLEEN E. Assistant Librarian
B.S., M.L.S., East Carolina University
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B.A., University of North Carolina at Chapel Hill; M.A., University of Havana
- BRIDGES, JAMES T. English
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- BURGESS, DEMPSEY D. Automotive Mechanics
B.A., M.A.Ed., East Carolina University
- BURNES, HENRY J. Business Manager
CDR, USCG (Ret.)
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B.S., M.A., East Carolina University; Ph.D., North Carolina State University
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B.S., M.A.Ed., East Carolina University
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B.A., M.A.Ed., East Carolina University
- FULLER, ELIZABETH W. Registrar
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A.A., College of The Albemarle; B.S., Atlantic Christian College;
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B.S., Moorehead State, Minn.; M.S., Winona State, Minn.
- HASKETT, WILLIAM F. Public Relations Officer
B.A., University of North Carolina at Chapel Hill
- HEWITT, VIRGINIA N. Assistant Librarian
B.S., Guilford College
- HILL, BENJAMIN F., III Arts and Crafts
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B.A., University of Denver; M.S., Louisiana State University
- LEE, C. NORMAN Electronics and Data Processing
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- MASON, JAMES A. Director, Evening Program
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- MORRISETTE, W, CLAYTON Director, Continuing Education
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B.S., University of North Carolina School of Nursing, Chapel Hill

WESNER, GERHARDT H. Automotive Mechanics
Auto Maintenance and Repair, U.S.M.C.

WHITE, BETSY R. Nursing
R.N., Louise Obici School of Nursing

WHITE, J. NELSON Business
B.S., Campbell College; M.B.A., East Carolina University

WILLIAMS, LARRY W. Assistant, Electronics Lab
A.A.S., College of The Albemarle; B.S., Old Dominion University

WILLIAMS, ROSE B. Nursing
R.N., Norfolk General Hospital School of Nursing

WILSON, KENNETH D. Admissions Counselor
A.A., College of The Albemarle; B.S., East Tennessee State University

WINSLOW, PERCY L., JR. Business
B.S., M.A., East Carolina University

WISE, ROSE MARIE Assistant to the President

FACULTY EMERITUS

BAIR, CLIFFORD E. Music
B.Mus., D.Mus., Chicago Music College; American Academy of Teachers
of Singing; study with Hans Baron, Breslau, Germany; Mozarteum,
Salzburg, Austria





GENERAL INFORMATION

THE COMPREHENSIVE COMMUNITY COLLEGE

The comprehensive community college is a relatively new concept in higher education; it arose in response to the American commitment to the idea of broad educational opportunities for all segments of our society. As the name implies, a community college serves the educational needs of the area in which it is located, providing various types of educational programs for commuting students at a relatively low cost. Educational services can be broadly categorized into three areas—two-year college transfer programs, two-year and one-year occupational programs, and continuing education programs. The latter programs encompass activities ranging from adult basic education to general interest courses for college graduates.

HISTORY

The idea for a community college in Elizabeth City was developed when the Community College Act was passed by the 1957 North Carolina General Assembly, enabling counties to establish their own two-year colleges.

On November 5, 1960, the people of Pasquotank County voted their approval for a new college by a five to two margin. A charter was issued on December 16, 1960, and shortly thereafter the first Board of Trustees was appointed.

The college opened its doors to its first freshman class in September, 1961. Members of the first graduating class received their degrees on May 31, 1963.

College of The Albemarle was the first college in the state chartered under the Community College Act of 1957. The 1963 General Assembly adopted legislation "to promote and encourage education beyond the high school in North Carolina." Among other things, this legislation authorized the establishment of comprehensive community colleges. This legislation became effective on July 1, 1963, and on that same date, at the request of the college trustees and with the joint approval of the State Board of Education and the State Board of Higher Education of North Carolina, College of The Albemarle became the first comprehensive community college in the North Carolina Community College System.

As the college has grown, new technical and vocational curricula have been added and existing programs have been strengthened.

LOCATION AND FACILITIES

The college is presently operating on two campuses. The occupational and continuing education departments are located in the Technical Center at the new forty-two acre campus on U. S. 17 North. The college transfer departments, the Whitehurst Library, and the administrative offices are located at the old campus on Riverside Avenue. The master plan of development provides for the eventual construction of a classroom-administration complex and a physical education building on the new campus. Following the completion of these facilities, College of The Albemarle will be located in its entirety on the new campus.

The Technical Center, completed in 1972, houses the technical and vocational classrooms, offices, laboratories, a branch of the Whitehurst Library, the continuing education offices, and the Individualized Instruction Center. Also on the new campus is an athletic field which is used for physical education activities and for intercollegiate baseball.

The old campus consists of three buildings—the Main Building, the Whitehurst Library and a gymnasium-auditorium. In the Main Building there are classrooms, science and language arts laboratories, and faculty and administrative offices. The college bookstore, a snack bar, and a lounge area are located on the ground floor of this building.

The Whitehurst Library, adjacent to the main building, houses College of The Albemarle's collection of approximately 27,000 volumes of books carefully chosen to meet the needs of the college. It receives approximately 260 periodicals representing academic fields, professional interests, and general interests. Back issues of these periodicals are either bound or put on microfilm. The Library Services Department is responsible for the audio-visual program of the college and provides films, filmstrips, tapes, recordings, and other visual aids, both for classroom and individual use. A special room is provided for listening and recording.

The gymnasium-auditorium, completed in 1964, houses a collegiate size basketball court, bleachers having a seating capacity of over 500, and complete locker room facilities. A fully equipped stage and auditorium, seating over 1,000, adds to the usefulness of this multi-purpose building.

The college maintains additional facilities at the Art Center on Riverside Avenue.

Classroom and dormitory facilities for the Practical Nurse Edu-

cation Program are provided by Albemarle Hospital. They are located adjacent to the Technical Center on U. S. 17 North.

OBJECTIVES OF THE COLLEGE

College of The Albemarle strives to serve the community by providing accessible higher education for young people and adults for their cultural development, for developing responsible citizenship, and for enriched personal living.

The major objectives of the college are as follows:

1. To provide the first two years of college work which is transferable to senior colleges and universities for students seeking a baccalaureate degree;
2. To provide two year technical programs to prepare students for employment as semi-professionals;
3. To provide one year vocational programs to prepare students for employment in specific occupations;
4. To provide shorter programs and a variety of suitable courses for individuals who seek further education and training, but who do not choose to enroll in degree-granting programs;
5. To provide guidance and counseling services to help students make appropriate choices from available offerings and to help them exercise self-direction in personal planning and problem solving.

ACCREDITATION

College of The Albemarle is a fully accredited member of the Southern Association of Colleges and Schools, the North Carolina Association of Universities and Colleges, and the American Association of Community and Junior Colleges. The college is also accredited by the North Carolina State Board of Education.

Credits earned at College of The Albemarle in curricula leading to the Associate in Arts degree, the Associate in Science degree, the Associate in Fine Arts degree, and some of those leading to the Associate in Applied Science degree are transferable to senior colleges and universities for a higher degree.

COLLEGE PROGRAMS

College transfer programs offer courses for those wishing to pursue studies leading to the Associate in Arts, the Associate in Science, and the Associate in Fine Arts degrees and for transferring to a four-year college or university after completing their studies at College of The Albemarle. Students may select courses in any of the following educational programs:

Pre-Agriculture
Pre-Art
Pre-Business Administration
Pre-Business Education
Pre-Liberal Arts
Pre-Mathematics
Pre-Science

Pre-Drama
Pre-Elementary Education
Pre-Forestry
Pre-Law
Pre-Science
Pre-Secondary Education
Pre-Music

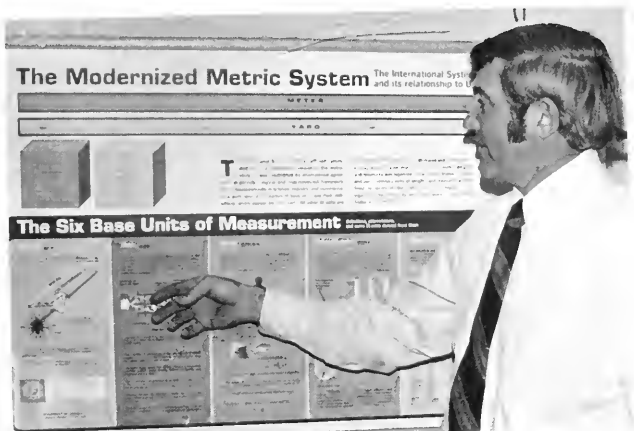
Each of the following technical programs lead to the Associate in Applied Science degree and are designed to lead to immediate employment:

Associate Degree Nursing
Business Administration Technology
Drafting and Design Technology
Electronics Technology
Executive Secretary Technology
General Office Technology
Marketing and Retailing (Sales) Technology
Medical Secretary Technology

Vocational programs designed for those students wishing to prepare themselves for particular occupations are offered in the following areas:

Advanced Machinist
Automotive Mechanics
Cosmetology
Machinist
Practical Nurse Education
Welding

Continuing education programs include a variety of courses designed to meet the particular needs and interests of individuals, businesses, and industries in the area. Programs designed for training persons for specific industries are offered when needed, and general offerings designed to help persons complete their high school education and improve their skills in other areas are offered each quarter.





ADMISSION TO THE COLLEGE

GENERAL REQUIREMENTS FOR ADMISSION

For admission to College of The Albemarle as a candidate for a degree or diploma, the applicant must be a high school graduate or the equivalent and must satisfy the admission officials as to his intellectual, physical, emotional, social, and moral fitness to undertake work at the college.

College of The Albemarle makes no discrimination regarding race, color, sex, or creed for admission into any of its programs.

Preparatory training, particularly for the college transfer programs, should emphasize the traditional academic subjects. The recommended high school credits include:

| | |
|------------------|---------|
| English | 4 units |
| Foreign Language | 2 units |
| Mathematics | 2 units |
| Social Studies | 2 units |
| Natural Science | 1 unit |
| Electives | 5 units |

A foreign language placement test is available to students who have had a foreign language in high school and who plan to continue the same language at the college.

In addition to other admissions forms, all full-time and part-time students must submit a standard medical questionnaire and Residence Status Form prior to initial registration. Any student who plans to enter nursing or cosmetology, or participate in inter-collegiate sports must have a medical examination form completed by a physician.

All admissions materials for programs of study can be obtained from the Admissions Office located on the Riverside Avenue campus. Specific guidelines on the admissions procedures for various programs may be obtained by writing or calling the Admissions Office.

ADMISSIONS REQUIREMENTS FOR TRANSFER STUDENTS

A student desiring to transfer to College of The Albemarle from another institution must be able to meet the admission requirements in effect at the time of his application and to provide proof of his eligibility to return to the institution last attended. If the student is ineligible to return to that institution or if he has been

placed on probation by that institution, he may be admitted to College of The Albemarle on probation. However, program selection and placement responsibility resides in the office of the Dean of Student Services.

Credit is given for "C" or better work completed at accredited institutions and institutions administered by the North Carolina Department of Community Colleges if it parallels work offered at College of The Albemarle. All transfer credit is awarded pending successful completion of one quarter as a full-time student at the college.

Transfer students must maintain a "C" average on all work attempted (at least 36 hours) at College of The Albemarle to be eligible to graduate. If a "C" average is maintained, all grades transferred to the college will be considered with those earned at College of The Albemarle to determine honors and rank in class.

FRESHMAN ORIENTATION PERIOD

The purpose of the required orientation program is to introduce the student to his new environment and to acquaint him with the policies and regulations of the college. Receptions, assemblies, lectures, and open forum discussions are held to assist the student in making an effective adjustment to college life.

REGISTRATION

College of The Albemarle has an open registration period which usually begins one month prior to the first day of classes for the next quarter. Tuition and fees are due and payable on the day students register. All prospective financial aid recipients must have received their financial aid award letter prior to being registered for classes. Registration is permitted through the first week of class. No late registration is permitted for the summer mini-mesters. Students with incomplete admission files may register for classes only with special permission from the Dean of Student Services. If the student is allowed to register under these conditions, his file must be complete before any grades can be released or credit granted. He cannot register for a subsequent quarter until his file is complete.

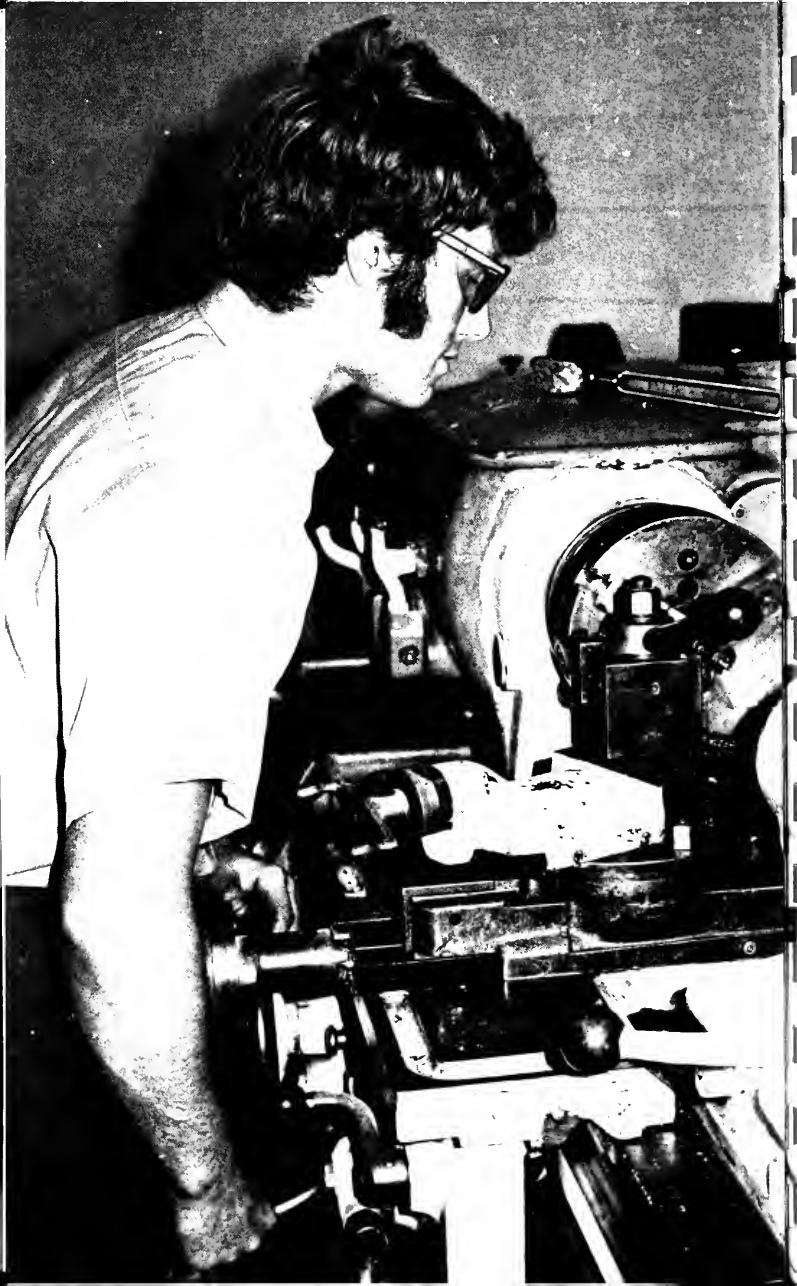
Any past due accounts owed to the college must be paid before permission to register can be given.

Veterans and/or war orphans should see the Veterans Affairs section for special conditions concerning enrollment certification for initial entrance to College of The Albemarle.

AUDITING COURSES

Students who wish to audit courses must follow the usual procedure for registration. Auditors receive no credit but are expected to attend classes regularly and participate in class discussions. They are encouraged to do all work and assignments expected of regularly enrolled students. Auditors will be charged the same fees as students taking courses for credit and they are responsible for observing the same regulations concerning attendance and behavior as students registered for credit.





FEES AND EXPENSES

Students who enroll in curriculum classes are subject to the following tuition and fee rates:

Tuition for In-state Residents

\$2.75 per quarter hour or \$33.00 maximum per quarter

Tuition for Out-of-state Residents

\$11.45 per quarter hour or \$137.50 maximum per quarter

Activity Fee (12 or more quarter hours)

Fall Quarter \$10.00

Winter Quarter 9.00

Spring Quarter 9.00

All tuition and fees are due and payable at the time of registration.

Any past accounts owed to the college must be paid before permission to register can be given.

The cost of books, supplies, and gym uniforms, while varying according to the courses of study, should total approximately \$120 per year, with the major expense occurring in the Fall Quarter.

Candidates for graduation will be charged a fee to cover costs of the diploma, and cap and gown purchase. This fee is non-refundable.

Each full-time student (carrying 12 or more quarter hours) pays an activity fee adopted and administered by the Student Senate. This entitles the student to admission to many college-sponsored activities. Full-time students enrolled for three consecutive quarters will be given yearbooks without charge.

DEVELOPMENTAL COURSES TUITION

Developmental course tuition is charged at the same rate as are other courses. These courses are listed in the Course Description section of this catalog and include all courses with two digits in the course number.

Total tuition will be the sum of tuition for developmental courses, plus the regular charge per quarter hour for other courses taken, not to exceed the applicable maximum tuition charge. Late registration and activity fees are additional.

PHYSICAL EDUCATION ACTIVITY COURSE FEES

PED 204, *Bowling*. A nominal lane fee is charged for each game.

PED 206, *Golf*. A nominal greens fee is charged for each game played at local golf courses.

RESIDENT STATUS FOR TUITION PAYMENT

Current North Carolina law G. S. 116-143.1(b) on this subject states

To qualify for in-state tuition a legal resident must have maintained his domicile in North Carolina for at least the 12 months immediately prior to his classification as a resident for tuition purposes. In order to be eligible for such classification, the individual must establish that his or her presence in the State during such twelve-month period was for purposes of maintaining a bona fide domicile rather than for purposes of mere temporary residence incident to enrollment in an institution of higher education; further, (1) if the parents (or court-appointed legal guardian) of the individual seeking resident classification are (is) bona fide domiciliaries of this State, this fact shall be prima facie evidence of domiciliary status of the individual applicant and (2) if such parents or guardian are not bona fide domiciliaries of this State, this fact shall be prima facie evidence of non-domiciliary status of the individual.

Regulations concerning the classification of students by residence for purposes of applicable tuition differentials are set forth in detail in *A Manual To Assist The Public Higher Education Institutions Of North Carolina In The Matter Of Student Residence Classification For Tuition Purposes*. Copies of the *Manual* are available on request in the Dean of Student Services office, the Whitehurst Library, and the Technical Center Library.

All new students applying for admission must complete as a part of their application the Residency Status Form. In questions concerning resident status, students are advised to consult the Dean of Student Services.

INSURANCE

College of The Albemarle assumes no responsibility for injuries or losses. An opportunity will be provided at the time of registration for all full-time students to obtain accident insurance (approximately \$3.50 per year).

REFUNDS

Tuition refunds shall not be made unless the student is, in the judgment of the college, compelled to withdraw for unavoidable

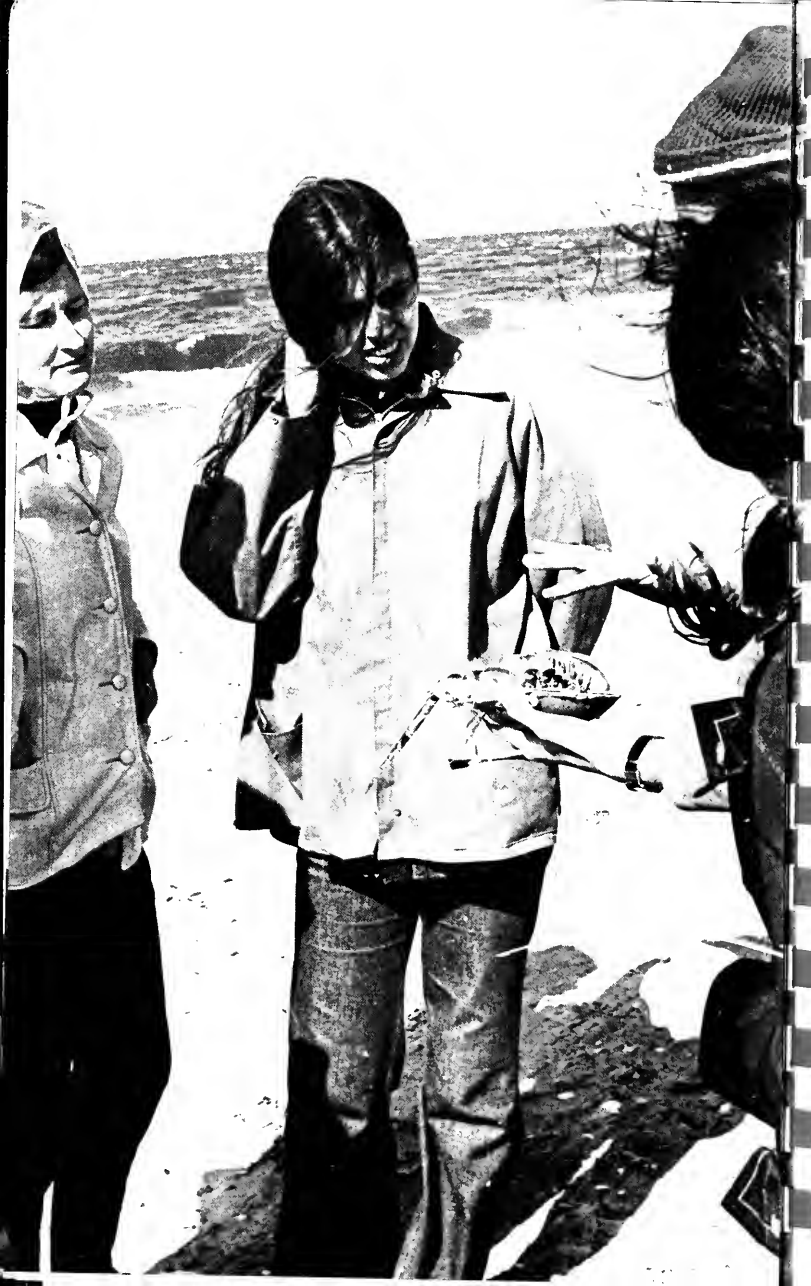
reasons. In such cases, two-thirds of the student's tuition may be refunded if the student withdraws within ten (10) calendar days after the first day of classes. Tuition refunds will not be considered after that time. Tuition refunds will not be considered for tuition of \$5.00 or less, unless a course or curriculum is not offered, in which case all tuition shall be refunded. No refunds will be made for changes in total class hours that are made solely for personal convenience. This policy applies to evening classes as well as to day classes.

All refunds are forfeited for any student failing to adhere to proper withdrawal procedures as described in the section titled Withdrawal from the College.

Where a student, having paid the required tuition, withdraws from the college before the end of the quarter and the reasons for the withdrawal are found excusable by the college administration, the student may be allowed credit for unrefunded tuition if he applies for re-admission during any of the next four calendar quarters and petitions in writing to be allowed such credit. Such petitions should be directed to the Dean of Student Services.

TRANSCRIPT OF RECORDS

Upon request of the student, a record of academic credit earned at College of The Albemarle will be sent to any person or agency designated by the student, provided all accounts with the college have been settled satisfactorily.



FINANCIAL AID

Students who have satisfactory academic records and are in need of aid may qualify for financial assistance. Although the primary responsibility for financing an education remains with the student and his family, College of The Albemarle participates in several programs designed to supplement the family contribution in order to meet the financial need of the student. Financial aid may consist of a loan, a grant, a scholarship, or campus employment, or any combination of these as determined by the policies of the Financial Aid Office.

In order to request financial aid, a student must submit an Application for Financial Aid, which may be obtained from the Financial Aid Office. All applications must be supported by a Parent's Confidential Statement, which is available at most high schools and at the college. Students who are independent of parental support or are married must submit a Student Financial Statement, which is available at the college. Returning students who wish to renew their award should submit both a new application and either a Parent's Confidential Statement or a Student Financial Statement for each year assistance is requested.

Deadlines for filing applications are very important in receiving aid. Applications must be received before May 1st to be initially considered. Applications received after this deadline will be considered only if funds are still available.

BASIC EDUCATIONAL OPPORTUNITY GRANT

This is a new federal program which, when fully funded, will entitle every student a grant of \$1,400 per year minus the student's expected family contribution. Such grants cannot exceed one-half of the actual cost of attending College of The Albemarle and cannot exceed the difference between the family contribution and actual college costs. A student who wishes to receive a Basic Grant will need to complete a Basic Opportunity Grant Application. This form can be obtained in the Financial Aid Office, high school counselors' offices, post offices, and libraries.

SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT

Students who show academic promise and who could not attend the college without financial assistance are eligible for a Supplemental Educational Opportunity Grant. This federal program,

available to a limited number of needy students, does not require work or repayment. The amount of the grant is based on the student's financial need and may range from \$200 to \$1,500 per year. The grant may not exceed one-half of the student's total award and must be matched by at least an equal amount of other aid, such as a loan, scholarship, or work from the college.

NATIONAL DIRECT STUDENT LOAN

Loans not exceeding \$2,500 while at College of The Albemarle may be made to eligible students enrolled for full-time academic work. The repayment period and the interest do not begin until nine months after the student ends his full-time studies. The loans bear interest at the rate of 3% per year and repayment of principal may be extended over a ten year period, except that a minimum payment of \$90 per quarter is mandatory.

Borrowers who become teachers of handicapped children in public or other non-profit elementary and secondary schools, or teach in certain eligible schools located in areas of primarily low-income families, may qualify for cancellation of the entire obligation at the annual rate of 15% for the first and second year, 20% for the third and fourth year, and 30% for the fifth year. Borrowers who serve with certain pre-school programs may qualify for cancellation of their entire obligation at the rate of 12½% for each year that a borrower serves as a member of the Armed Forces in an area of hostilities. Repayment may be deferred up to a total of three years while a borrower is serving in the Armed Forces, with the Peace Corps, or as a Volunteer in Service To America (VISTA). Repayment is deferred for as long as a borrower is enrolled at an institution of higher education and is carrying at least a half-time academic work load.

COLLEGE WORK STUDY PROGRAM

The College Work Study Program enables eligible students to help pay college expenses while attending classes full-time. Students participating in the program are employed in the library, gymnasium, laboratories, administrative and faculty offices, in various departments of the college, and in agencies located throughout the college's service area. Interested students should contact the Director of Financial Aid.

NURSING STUDENT LOANS

High school graduates who have been accepted for enrollment as full-time students in the Associate Degree Nursing Program, or students presently enrolled in good standing, may obtain loans under this program. Students who are eligible for loans under this program are prohibited from receiving loans from the National Direct Student Loan program.

The maximum amount available to a student in an academic year is \$1,500. The repayment period and the interest begin nine months after the borrower ceases to pursue a full-time course of study. The loans bear interest of 3% per year and repayment may be extended over a ten year period, except that a \$45 per quarter payment is mandatory. Should a borrower become a full-time employee as a professional nurse (including teaching in any of the fields of nurse training and service as an administrator, supervisor or consultant in any of the fields of nursing) in most public or non-profit private institutions or agencies, as much as 85% of the loan may be cancelled while employed as such for a five year period.

Eighty-five percent of the loan may be cancelled when the borrower is employed full time for a three year period in a public or non-profit hospital (in any area determined by the Secretary of H.E.W.) which has a substantial shortage of such nurses at the hospital. Cancellation can only be made for each complete year of such employment and must be applied for during the year in which such employment was performed.

NURSING SCHOLARSHIPS

Financially needy students who are enrolled or accepted for enrollment in the Associate Degree Nursing Program are eligible for Nursing Student Scholarships. The scholarships are based on need and academic success, and \$2,000 is the maximum scholarship that may be awarded per student.

The Women's Auxiliary of Albemarle Hospital offers a limited number of scholarships to students who enroll in the Licensed Practical Nursing and Associate Degree Nursing Programs. These scholarships are awarded in the amount of the tuition for a twelve month year. Students wishing to apply for these scholarships should contact the Chairman of the Nursing Department.

ROBINSON SCHOLARSHIPS

Graduates of northeastern North Carolina high schools who have at least average grades are eligible for these scholarships. The student's financial need will determine the amount of the Robinson (men) or the Eloise Robinson (women) scholarships.

N. C. INSURED LOAN PROGRAM—COLLEGE FOUNDATION, INC.

Under this program an in-state student may borrow as much as \$2,500 per year. Repayment of principal and interest at 7% begins when the student has ceased his course of study.

OUT-OF-STATE STUDENT LOANS

Out-of-state students should contact their family banks or state higher education assistance agencies concerning state-administered guaranteed student loan programs.

PRESIDENT'S SCHOLARSHIP

Dependent upon the number of applicants, President's Scholarships in the amount of tuition and fees will be awarded to the valedictorian and salutatorian of each high school in the ten county area—Northeastern, Albemarle Academy, Perquimans, Holmes, Chowan, Chowan Academy, Gates, Camden, Knapp, Manteo, Cape Hatteras, Creswell, Plymouth, and Columbia. Eligibility will consist not only of high school academic average, but will be contingent upon enrollment at College of The Albemarle. President's Scholarships will be for the duration of six quarters.

VFW SCHOLARSHIP

The VFW Scholarship is a \$100 renewable scholarship awarded each year to a full-time first year student. Applicants must be the son or daughter of a veteran of military service, and a permanent resident of Camden, Chowan, Currituck, Dare, Gates, Pasquotank, Perquimans, Tyrell, Hyde, or Washington County.





STUDENT SERVICES

College of The Albemarle offers a comprehensive program of student services designed to aid students in meeting the challenges of college life, and to provide opportunities to maximize self-understanding and personal growth as well as develop intellectual and social skills.

GUIDANCE AND COUNSELING

Educational, vocational, and personal guidance and counseling are available to all students from the following two sources: the Student Services counselors and the faculty advisers.

The Student Services counselors provide admissions counseling designed to assist students to identify programs of study and to select courses for which they are best suited and which lead toward the attainment of their educational objectives. Once enrolled the counselors continue to work closely with each student to insure that his educational program is implemented and that he is making satisfactory progress toward the accomplishment of his educational goals. The counselors are also available for personal-social counseling if students desire to take advantage of this service.

Since the college offers college transfer education, many students frequent the counselors' offices to discuss transfer admission requirements at senior institutions. Although the counseling staff assumes the responsibility to be cognizant of transfer admission requirements, in the final analysis it is the direct responsibility of the student to contact the senior college or university to determine requirements for transfer, thus verifying the information obtained from the Student Services counselor.

Faculty members post regular office hours during which time students enrolled or anticipating enrollment in classes can seek advisement and consultation. By way of the faculty advisement system, the instructional staff is also utilized for career and program guidance information for enrolled students and prospective students.

INFORMATION SERVICE

Information pertaining to occupations, educational opportunities, and social concerns is available from the Student Services counselors for students and prospective students. Also, the Office of Student Services coordinates with the Public Information Office

and faculty in the development and distribution of printed materials pertaining to curriculum courses and programs (i.e., catalog program brochures, and general information booklets).

TESTING AND ACADEMIC PLACEMENT

The counseling staff at College of The Albemarle is qualified to administer and interpret a variety of group and individual tests. Placement tests are administered at no cost to enrolling students to insure that each student's program and course placement is appropriate for his level of academic preparedness. In addition to placement testing, students have the opportunity to take additional interest, personality and aptitude measurements as needs arise during their studies at College of The Albemarle.

PLACEMENT SERVICE

College of The Albemarle attempts to provide both educational and job placement assistance for its students. College transfer students are assisted by the Student Services counseling staff in gaining admission into senior colleges and universities to complete their baccalaureate program.

All other students who do not plan to continue their education are urged to register with the Placement Office located in the Technical Center Counseling Center six months prior to their graduation date, regardless of whether or not they plan to seek employment immediately upon graduation.

Students who desire employment are recommended to prospective employers in business and government and notified of vacancies which exist. Upon request by a prospective employer, the student's credentials consisting of personal data, references, and college transcript are sent to the employer by the Placement Office. Registrants are eligible for interviews with recruiters who come to the Placement Office seeking applicants for jobs.

Placement forms are available at any time during office hours in the Technical Center. The Director is also available for counseling with registrants who need information about job opportunities.

The Placement Office is responsible for keeping abreast of part-time job offerings for students while they are enrolled in school. Students should contact the Director for additional information.

There is no charge for any of the services of the Placement Office.

TUTORIAL PROGRAM

The tutorial program is designed to help those occupational students who are having difficulty making satisfactory grades in any particular subject. Students recommended by instructors will tutor those students who need help. Interested students should contact the Office of Student Services or the Technical Center Counseling Center for additional information.

HEALTH SERVICE

The college does not have an elaborate system of health services. However, the Rescue Squad of Pasquotank County is available on call at no cost to the student in the case of an emergency. First aid kits are currently available in the gymnasium, the Business Office, the maintenance offices of both campuses, and certain laboratories. These locations are subject to change. The kits are available for student use; however, the college does not assume responsibility for the administration of first aid. The *Student Handbook* should be consulted for information and procedures for handling accidents and emergencies.

Each student has the opportunity to purchase accident insurance when he registers. The college strongly recommends that students enrolling in occupational programs and who plan to take physical education activity courses avail themselves of this opportunity.

HOUSING

Many students from other counties and states desire to live in Elizabeth City while attending College of The Albemarle. No dormitory facilities are provided. Students must arrange their own living accommodations, and the college does not assume responsibility for the acquisition, approval, or supervision of such housing.

STUDENT ACTIVITIES

College of The Albemarle offers its students opportunities to participate in a variety of cultural, athletic, and recreational experiences. Students also participate in the governance of the college as elective and appointive student government officers and representatives.

The student newspaper, *Old Salt*, the yearbook, *Beacon*, and the

campus literary magazine, *Argus*, are published by students. Work on the newspaper and annual provides students with opportunities to express their ideas and opinions, and to explore creative writing, news reporting and editing, advertising, and photography.

Many activities are conducted in relation to courses of study—Associate Degree Nursing Club, Cosmetology Club, language clubs, Phi Beta Lambda, Practical Nursing Club, Tec Club, and Travel Adventure Club. Others are based on student interests and hobbies—the Cheerleaders, Circle K, Varsity Club, Students for Afro-American Unity, student publications, and drama and choral groups (the Satyrs and the College Chorale) are open to those students showing interest.

Membership in the college's national scholastic fraternity, Phi Theta Kappa, is open to students who show high scholastic standing, character, leadership, and service while a student at College of The Albemarle.

The College also provides comprehensive drama and musical programs, a convocation series exploring a number of areas of student interests, and a Lyceum series, as well as many social events such as informal dances, concerts, homecoming week festivities, the annual Dinner Theatre, semi-formals, film festivals, and the May Dance.

The Department of Health, Physical Education, and Athletics offers an extensive program of intramural sports. Participation in these sports is purely voluntary and college credit is not given. The sports offered in the intramural program are correlated with those taught in the required physical education courses so that each student is given the opportunity to practice his skills in actual competition.

College of The Albemarle fields teams in four intercollegiate athletic sports—basketball, baseball, tennis, and golf. The COA Dolphins belong to the Cavalier-Tarheel Conference and are members of the National Junior College Athletic Association. Students are thus afforded the opportunity to participate in intercollegiate athletics as athletes, cheerleaders, or as spectators.

VETERANS AFFAIRS

Veterans are invited to take advantage of the student services and educational programs offered by the college. College of The Albemarle cooperates with the Veterans Administration (VA) and the North Carolina Department of Veterans Affairs in assisting

veterans and dependents of disabled or deceased veterans. For information and application forms students should contact local Veterans Affairs offices. In Elizabeth City, the address of the North Carolina Department of Veterans Affairs is 203 West Ehringhaus Street.

All regular curriculum courses listed in the catalog are approved for veterans training, as well as the Adult High School Completion Program and certain other programs in the Continuing Education Department. For information concerning approved courses, please contact the Registrar.

All veterans and/or dependents are urged to contact local VA offices or the North Carolina Department of Veterans Affairs offices at least one month prior to enrollment at College of The Albemarle, and further to contact the Registrar for general information concerning VA educational benefits at the time of initial enrollment at the college.

All general regulations contained in this catalog apply to all students. However, there are some special conditions for the enrollment of veterans and/or dependents of veterans:

1. Under laws and/or regulations governing institutions approved for training of veterans and/or dependents of veterans, certain documents must be on file prior to certification of enrollment for educational assistance purposes. **NO ELIGIBLE PERSON WILL BE CERTIFIED UNTIL THE FOLLOWING DOCUMENTS ARE IN THE HANDS OF THE CERTIFYING OFFICIAL:**
 - a. Application for admission
 - b. High school transcript or its equivalent (GED)
 - c. Official transcripts of all previous education or training.
2. **Changing Curriculum.** Any deviation from the approved course listed on the Certificate of Eligibility constitutes a change of program. A Request for Change of Program (VA Form 21E-1995) must be filed with the VA at the beginning of the quarter in which the change is anticipated.
3. **Address Change.** The VA must be notified of any change of address to which assistance checks are mailed. Forms for this purpose are available from the Registrar's Office.
4. **Auditing Classes.** The VA does not recognize auditing as part of a normal class load. Should a change to audit reduce the course load below the number of hours necessary to be considered a full time student, the Registrar must notify the VA

of such change and assistance pay will be adjusted accordingly. Following is a chart for determining student status for payment purposes:

Credit Hour Enrollment (College Transfer and Technical):

| | |
|-------------|----------------------|
| 12 or more | — full time |
| 9-11 | — $\frac{3}{4}$ time |
| 6-8 | — $\frac{1}{2}$ time |
| less than 6 | — tuition only |

Clock Hour Enrollment (Vocational Only):

| | |
|----------------------|----------------------|
| 30 or more | — full time |
| 22 $\frac{1}{2}$ -29 | — $\frac{3}{4}$ time |
| 15-22 | — $\frac{1}{2}$ time |
| less than 15 | — tuition only |

5. Class Attendance. All students are expected to attend all classes. When excessive absences cause disenrollment by the instructor, the Registrar must notify the VA of a reduced course load which, in turn, could affect assistance payments.

COLLEGE OF THE ALBEMARLE RESERVES THE RIGHT TO CANCEL ENROLLMENT CERTIFICATIONS OF ANY VETERANS AND/OR DEPENDENTS OF VETERANS NOT MAKING NORMAL PROGRESS TOWARD THE VETERANS ADMINISTRATION APPROVED EDUCATIONAL OBJECTIVE AS DETERMINED BY APPROPRIATE COLLEGE OFFICIALS.





ACADEMIC REGULATIONS

THE CATALOG AND THE STUDENT'S PROGRAM

The catalog of College of The Albemarle, which is issued every two years, is intended to give a description of the operation of the college and of the regulations that pertain to academic matters.

Ordinarily a student may expect to be allowed to secure a diploma or degree in accordance with the curriculum requirements outlined in the catalog in force when he first entered the college or in any subsequent catalog published while he is a student. However, the faculty and administration reserve the right to make changes in curricula and in regulations at any time when in its judgment such changes are in the best interest of the students and of the college. If a student chooses to meet the requirements of a catalog other than the one in force at the time of original entrance, he must meet all requirements of the catalog he elects. A student who changes his program of study must meet the requirements of the catalog in force at the time of the change.

Advisors and counselors will make every attempt to give effective guidance to all students; *however, the final responsibility for meeting all academic requirements rests with the student.*

GRADUATION REQUIREMENTS FOR THE ASSOCIATE DEGREE

I. General Statement

A. General Requirements

The college awards the degrees listed below to persons who have fulfilled the following requirements:

1. Completion of at least 96 hours of collegiate work with at least a C (2.0) average.
2. All of the requirements listed in the appropriate catalog (see above section) must be completed.
3. Of the last 45 hours of work completed for a degree, at least 36 must be completed at the college.
4. Any individual who has served in the Armed Forces of the United States of America for a minimum of eighteen (18) months of active duty, and who is eligible for the G.I. Bill of Rights, is exempted from the physical education requirements. Elective hours are required in substitution of the waived physical education hours.

5. Vocational and technical courses (i.e., those with a four digit course number or a T prefix) are not applicable toward the Associate in Arts, the Associate in Science, or the Associate in Fine Arts degrees.

B. *Other Requirements*

1. Degrees will not be awarded to students with financial obligations to College of The Albemarle.

II. Associate Degree Requirements

| | | <i>Quarter Hours</i> |
|--|----|----------------------|
| A. <i>Associate in Arts Degree</i> | | |
| English Composition | | 9 |
| Mathematics | | 5 |
| Natural Science | | 12 |
| Humanities | | 9 |
| Social Science | | 9 |
| Physical Education Activity Courses | | 6 |
| Electives to complete at least 96 credit hours | | |
| B. <i>Associate in Science Degree</i> | | |
| English Composition | | 9 |
| Mathematics (College Algebra and higher) | | 44 |
| and Natural Science | | |
| Mathematics | 10 | |
| Natural Science | 24 | |
| Mathematics and/or | 10 | |
| Natural Science electives | | |
| Humanities | | 3 |
| Social Science | | 9 |
| Physical Education Activity Courses | | 6 |
| Electives to complete at least 96 credit hours | | |
| C. <i>Associate in Fine Arts Degree</i> | | |
| English Composition | | 9 |
| Mathematics and/or Natural Science | | 6 |
| Humanities | | 12 |
| Social Science | | 9 |
| Physical Education Activity Courses | | 3 |
| Professional Courses* | | 36-54 |
| Electives to complete at least 96 credit hours | | |

* The Associate in Fine Arts degree is awarded only to students who complete at least 36 quarter hours of professional courses in one of the following areas: drama, art, or music. Refer to the *Programs of Study* section of this catalog for further details.

D. *Associate in Applied Science Degree*

Curriculum requirements are outlined in the *Programs of Study* section of this catalog.

III. **Definitions**

A. ***Humanities***

Music, art, drama, speech, literature, and foreign language.

B. ***Natural Sciences***

Biology, chemistry, physics, and physical science.

C. ***Social Sciences***

Economics, geography, history, political science, psychology, sociology, and education.

VOCATIONAL DIPLOMA REQUIREMENTS

A diploma is awarded the student who successfully completes the prescribed vocational program of study. See the section in this catalog entitled *Programs of Study* for specific diploma requirements.

CREDIT BY EXAMINATION

I. **College Level Examination Program (CLEP)—Subject Examinations**

These examinations represent end-of-course examinations developed by the Educational Testing Service for certain widely taught undergraduate courses generally taken during the first two years of college. The tests measure understanding of basic facts and concepts as well as the ability to apply such understanding to the solution of problems and the interpretation of materials.

To receive college credit by taking the CLEP—*Subject Examinations*:

- a. The examinee must achieve a score at or above the score recommended by the Council on College Level Examinations.
- b. Credit will be granted only for those Subject Examinations that parallel courses which appear in the college catalog in force at the time a student applies for credit.
- c. The credit hours granted for a Subject Examination will

not exceed the same amount of credit that the college grants upon the completion of the equivalent course or sequence of courses (e.g., if an examinee successfully passes the *American History* Subject Examination he would receive nine (9) quarter hours of credit, since this examination covers the equivalent of three quarters of course work).

- d. The total amount of credit that will be granted for *Subject Examinations* will not exceed 45 quarter hours.
- e. No credit will be granted under this policy until the examinee has enrolled as a regular student at College of The Albemarle and passed twelve (12) credit hours with a 2.0 ("C") or better quality point average.

Students seeking additional information regarding the CLEP Subject Examinations should contact the Office of Student Services.

II. College of The Albemarle Proficiency Examinations

These examinations function as a method for obtaining credit by examination in subjects not covered by CLEP Subject Examinations. Any student may present his request to receive credit for a course by an examination to an instructor who has knowledge of the student's ability or who feels that the student's background should enable him to pass the examination.

An examination agreeable to at least a majority of the members of the involved department should be prepared following the request of the student, and should be administered before the last day for adding courses. The exam must be graded by two department members.

The student will not receive a letter grade or quality points. However, "credit by examination" will be entered on the student's transcript. The hours will be counted toward graduation, but will not be counted in computing a quality point average.

The student can request to receive credit for a given course by way of a proficiency examination only one time. Subsequent attempts to receive credit must be via regular enrollment in the course.

Students should contact the Office of Student Services for additional information.

GRADING SYSTEM

Each student receives a grade in each course at the end of the quarter. Instructors generally post grades outside their offices shortly after final grades are determined, and grades slips are mailed to students within a few days after the termination of each quarter.

The system of grades is as follows:

| <i>Grade</i> | <i>Interpretation</i> | <i>Quality Points Per Quarter Hour</i> |
|--------------|---|--|
| A | Superior | 4 |
| B | Good | 3 |
| C | Average | 2 |
| D | Poor, but passing | 1 |
| NC | For courses numbered 100 and above: No credit—performance below minimum standards. No credit hours received or attempted as far as GPA computation is concerned. | |
| | For courses numbered below 100: Developmental/remedial—earning no credit toward a degree. | |
| I | Incomplete—a deficiency in the quantity of work accomplished. Give only when circumstances do not justify giving a specific grade. Must be removed by the end of the quarter following the one in which the incomplete (I) was received, regardless of whether or not the student is officially enrolled (includes the Summer Quarter). | |
| AUDIT | Will be interpreted as a statement of intent to officially audit the course at the time of registration. | |
| W | Voluntary withdrawal by the student for unavoidable reasons as determined by the Office of Student Services, or administrative disenrollment by the instructor after five unexcused absences. | |

A few courses offered by the college are graded on a satisfactory (S), unsatisfactory (U) basis. These courses are so indicated in their course descriptions.

ACADEMIC HONORS

I. Dean's List

In order to qualify for the Dean's List, a student must pass a minimum of 12 quarter hours of course work and attain at least a 3.25 quality point average, with no grade being below a C.

II. Commencement Marshals

The rising sophomores who have maintained the highest quality point average during their freshman year are honored by being named Commencement Marshals. The marshal who has the best academic record is designated Chief Marshal.

III. The President's Service Cup

The President's Service Cup is awarded by the President of College of The Albemarle at the spring graduation exercise to the graduate who has contributed the most in services to the college during his/her two years of attendance at College of The Albemarle. Selection of this student is made by a vote of faculty and administrative staff.

IV. Honor Seals

The college, in an effort to recognize those candidates for graduation who have excelled academically, awards Honor Seals on degrees in accordance with the cumulative quality point average noted below. The appropriate citation is also read upon awarding the degree at the graduation exercise.

| | |
|--|-----------|
| <i>summa cum laude</i> (with highest honors) | 3.80-4.00 |
| <i>magna cum laude</i> (with high honors) | 3.60-3.79 |
| <i>cum laude</i> (with honors) | 3.40-3.59 |

COURSE LOAD

Sixteen credit hours of college work is considered the normal student load. Permission must be obtained from the Dean of Student Services for scheduling more than eighteen hours of work.

A student enrolled in at least twelve hours of work is considered to be a full-time student. For a student to gain sophomore status at the college he must earn a minimum of 42 credit hours.

REPETITION OF COURSE WORK

A student can repeat a course in order to receive a higher grade. However, all attempts at the course will be recorded on the student's transcript and will be used in calculating a cumulative grade point average.

DROPPING AND ADDING COURSES

Courses cannot be added after the last day to register or add courses, as noted in the calendar given in this catalog.

A student who wishes to drop a course or courses should discuss this with his instructor(s), his faculty adviser, and his counselor. He must obtain a Registration Change Notice from the Office of Student Services and have it completed by his counselor. In addition, all financial aid students must have the Registration Change Notice approved by the Director of Financial Aid. Finally, all such change notices must be approved by the Registrar and be validated by the Cashier.

A student may drop a course during the late registration period without receiving a grade by following the above procedure. A grade will be assigned for all withdrawals after the last day to register or add classes. Withdrawals after the last day to register or add classes will be assigned a grade of NC, W, or I, depending on the circumstances that necessitate the withdrawal. For further information, refer to the prior section that deals with the college's grading system.

CURRICULUM CHANGES

There are times when a student's aptitudes and interests may be better served by a change of curriculum. Should a change in curriculum become advisable, the student should consult with his Student Services counselor and faculty advisor to explore the possibilities of alternative curricula which might better serve his aptitudes and interests.

Because of the unique nature of each program each student requesting transfer credit will have his academic record evaluated in terms of his goals. Credit and quality points in transfer will be granted only for those courses that are applicable in the new curriculum, and the student will be held accountable for those courses which are "common" in both his old and new curricula.

WITHDRAWAL FROM COLLEGE

A student who withdraws from the college must confer with his counselor and faculty advisor, and complete the appropriate withdrawal form. If the student is a financial aid recipient, he must also confer with the Director of Financial Aid. In order to ensure that all obligations to and withdrawals from the library are accounted for, the Librarian must also sign the form. The Cashier must also

validate the withdrawal form.

If the student is unable to confer with his counselor, he should promptly advise the Dean of Student Services in writing of his decision to withdraw and state the reasons for discontinuing attendance. Students leaving the college without following the official procedure will be automatically assigned grades of NC or W, depending on the circumstances that necessitate the withdrawal, and they will forfeit any refund of tuition to which they might otherwise be entitled.





PROGRAMS OF STUDY

COLLEGE TRANSFER PROGRAMS

College transfer programs are designed to provide academic course work which is transferable to senior institutions. If properly selected, all course work should transfer without loss of credit and the student should be granted junior status at the senior institution after graduation from College of The Albemarle.

Students can earn either the Associate in Arts, the Associate in Science, or the Associate in Fine Arts degree. The section in this catalog titled *Academic Regulations* gives requirements for each of these degrees.

College of The Albemarle provides professional counseling and a faculty advisory system to help the student plan his program for transfer to the college or university of his choice. The student should realize, however, that the requirements at senior institutions are so varied that it is impossible to design a program of study which will articulate perfectly with the programs of all senior institutions. The student should consult the catalog of the institution to which he plans to transfer. *Final responsibility for selecting the proper courses rests with the student.*

SAMPLE TWO-YEAR COLLEGE TRANSFER PROGRAMS

Note: *These are sample programs of study.* Each student's schedule is flexible and is governed by such factors as educational background, academic aptitude, interests, proposed field of study, choice of four-year institution to which he plans to transfer, and degree requirements at College of The Albemarle.

Pre-Liberal Arts (C-011) A.A. Degree

This *suggested* program is designed to allow students to take courses comparable to those offered in the first two years of a liberal arts curriculum at a senior institution. In addition, this program should be followed by college transfer students who have not definitely decided upon an area of specialization.

| | <i>Quarter Hours</i> |
|---------------------|----------------------|
| English Composition | 9 |
| World History | 9 |
| Natural Science | 12 |
| Mathematics | 5-9 |

| | |
|---|-------|
| Foreign Language (through Intermediate) | 12-24 |
| Literature | 9 |
| Physical Education Activity Courses | 6 |
| Electives to complete at least 96 quarter hours | |

Pre-Agriculture (C-001) A.S. Degree

This *suggested* curriculum is designed for the student who intends to major in one of the agricultural sciences at a senior institution.

| | <i>Quarter Hours</i> |
|--|----------------------|
| English Composition | 9 |
| Mathematics (College Algebra and higher) | 44 |
| and Natural Science | |
| Mathematics | 10 |
| Natural Science | 24 |
| Mathematics and/or Natural Science | 10 |
| World History | 9 |
| Literature | 6 |
| Economics | 9 |
| Psychology | 6 |
| Social Science electives | 9 |
| Physical Education Activity Courses | 6 |

Pre-Art (C-003) A.F.A. Degree

Students who plan to transfer to a senior college or university and major in art should follow the program listed below.

| | <i>Quarter Hours</i> |
|---|----------------------|
| English Composition | 9 |
| Mathematics/Science | 6-9 |
| History (HIS 101, 102, 103) | 9 |
| Physical Education Activity Courses | 3 |
| Humanities | 12 |
| Music History and Literature | 9 |
| English Literature or American Literature | 3 |
| Professional Courses | 36 |
| Art History | 9 |
| Drafting | 4 |
| History of Architecture | 2 |
| Color and Design | 3 |
| Drawing | 3 |
| Figure Drawing | 3 |
| Painting Survey | 3 |

| | |
|---|---|
| Ceramics Survey | 3 |
| Sculpture Survey | 3 |
| Crafts Design | 3 |
| Electives | |
| Principles of Geography | 6 |
| General Psychology | 6 |
| Literature | 6 |
| Electives to complete at least 96 quarter hours | |

Pre-Business Administration (C-004) A.A. Degree

This *suggested* business administration program is designed for the student who wishes to transfer to a senior institution for a major in business administration.

| | <i>Quarter Hours</i> |
|---|----------------------|
| English Composition | 9 |
| History | 9 |
| Natural Science | 12 |
| Mathematics | 5-9 |
| Accounting (BUS 203, 204, 205) | 12 |
| Economics (ECO 201, 202, 203) | 9 |
| Foreign Language (through Intermediate) | 12-24 |
| Physical Education Activity Courses | 6 |
| Electives to complete at least 96 quarter hours | |

Pre-Drama (C-006) A.F.A. Degree

This program of study is intended for students who plan to major in drama or a related field at a senior institution.

| | <i>Quarter Hours</i> |
|--|----------------------|
| English Composition | 9 |
| Mathematics/Science | 6-9 |
| History (HIS 101, 102, 103) | 9 |
| Physical Education Activity Courses | 3 |
| Humanities | 12 |
| Music History and Literature or History 9 and Appreciation of Art | |
| Drawing | 3 |
| History of Art | 3 |
| Professional Courses | 42 |
| Voice and Diction | 3 |
| Introduction to Phonetics | 3 |
| Technical Theatre | 9 |
| History of the Theatre | 9 |
| Public Speaking | 3 |

| | |
|---|---|
| Beginning Acting | 3 |
| English Literature | 9 |
| Color and Design | 3 |
| Electives to complete at least 96 quarter hours | |

Pre-Forestry (C-008) A.S. Degree

This *suggested* program is intended for students who plan to specialize in forestry.

| | Quarter Hours |
|---|---------------|
| English Composition | 9 |
| Mathematics (College Algebra and higher) and | 44 |
| Natural Science | |
| Mathematics | 10 |
| Natural Science | 24 |
| Mathematics and/or | |
| Natural Science | 10 |
| World History | 9 |
| Literature | 6 |
| Economics | 9 |
| Psychology | 6 |
| Physical Education Activity Courses | 6 |
| Electives to complete at least 96 quarter hours | |

Pre-Law (C-010) A.A. Degree

Students who plan to transfer to a four-year college or university and take a program that prepares them for entrance into a law school should follow this *suggested* program.

| | Quarter Hours |
|---|---------------|
| English Composition | 9 |
| Social Science | 21-24 |
| Natural Science | 12 |
| Foreign Language (through Intermediate) | 12-24 |
| Literature | 9 |
| Physical Education Activity Courses | 6 |
| Electives to complete at least 96 quarter hours | |

Pre-Mathematics (C-012) A.A. Degree

Students who plan to major in mathematics should follow this *suggested* program of study. Modifications may be necessitated due to variations in the requirements of senior institutions.

| | Quarter Hours |
|---------------------|---------------|
| English Composition | 9 |
| History | 9 |
| Natural Science | 12 |

| | |
|---|-------|
| Mathematics (through MAT 204) | 20-30 |
| Humanities | 9 |
| Foreign Language (through Intermediate) | 12-24 |
| Physical Education Activity Courses | 6 |
| Electives to complete at least 96 quarter hours | |

Pre-Music (C-015) A.F.A. Degree

This program is designed for students who plan to transfer to senior institutions to obtain a Bachelor of Music or Bachelor of Fine Arts degree.

| | <i>Quarter Hours</i> |
|---|----------------------|
| English Composition | 9 |
| Mathematics/Science | 6-9 |
| History (HIS 101, 102, 103) | 9 |
| Physical Education Activity Courses | 3 |
| Humanities | 12 |
| Voice students should complete two years of French (through FRE 153) | |
| Music students should take Music History and Literature (MUS 220, 221, 222) | |
| Professional Courses | 48-54 |
| Music Theory | 18 |
| Sightsinging and Dictation | 12 |
| Chorus | 6 |
| Voice, Piano, or Organ | 12-18 |
| Electives to complete at least 96 quarter hours | |
| Voice majors should take Beginning Acting (DRA 131) | |

Pre-Science (C-018) A.S. Degree

This *suggested* curriculum is designed for students who are planning to study medicine, dentistry, or one of the pure sciences (physics, chemistry, biology, etc.).

| | <i>Quarter Hours</i> |
|--|----------------------|
| English Composition | 9 |
| Mathematics (College Algebra and higher) and Natural Science | 44 |
| Mathematics | 10 |
| Natural Science | 24 |
| Mathematics and/or Natural Science | 10 |
| History | 9 |
| Humanities | 9 |
| Foreign Language (through Intermediate) | 12-24 |
| Literature | 9 |

Physical Education Activity Courses

6

Pre-Elementary Education (C-020) A.A. Degree

This *suggested* program is designed for the student who plans to teach in the elementary grades, and *should be planned on an individual basis to meet requirements of the senior institution to which the student plans to transfer.*

| | Quarter Hours |
|---|---------------|
| English Composition | 9 |
| United States History | 9 |
| Geography | 6 |
| Mathematics (MAT 111, 112, 113) | 9 |
| Natural Science | 12 |
| Speech | 3 |
| Introduction to Education | 3 |
| General Psychology | 3-6 |
| Educational Psychology | 3-6 |
| Art (ART 103) | 3 |
| Music (MUS 100, 101) | 2-4 |
| Hygiene (HEA 121) | 3 |
| Government (POL 211, 212) | 6 |
| Literature | 9 |
| Physical Education Activity Courses | 6 |
| Electives to complete at least 96 quarter hours | |

Pre-Business Education (C-026) A.A. Degree

This *suggested* program should be followed by students who plan to teach business education in the public schools.

| | Quarter Hours |
|---|---------------|
| English Composition | 9 |
| History | 9 |
| Natural Science | 12 |
| Mathematics | 6-9 |
| Economics | 9 |
| Accounting | 12 |
| Typewriting (through BUS 213) | 6-9 |
| Shorthand (BUS 104, 105, 201) | 12 |
| Physical Education Activity Courses | 6 |
| Electives to complete at least 96 quarter hours | |

Pre-Secondary Education (C-028) A.A. Degree

Students who plan to teach in the public schools at the secondary level should follow this *suggested* program. Due to the varied

nature of secondary education curricula, students in this program *should plan their courses on an individual basis, taking into consideration the area in which they plan to teach and the senior institution to which they intend to transfer.*

| | <i>Quarter Hours</i> |
|---|----------------------|
| English Composition | 9 |
| History | 9 |
| Natural Science | 12 |
| Mathematics | 5-9 |
| Speech | 3 |
| Introduction to Education | 3 |
| General Psychology | 3-6 |
| Educational Psychology | 3-6 |
| Hygiene (HEA 121) | 3 |
| Literature | 9 |
| Physical Education Activity Courses | 9 |
| Electives to complete at least 96 quarter hours | 6 |

TECHNICAL PROGRAMS

Technical programs are designed to prepare students for entry jobs in paraprofessional fields. With experience, many technicians move into professional and managerial positions. Students enrolled in the technical programs, in addition to taking courses that are occupational in nature, take general education courses.

Even though the technical programs are college level, they are designed for entrance into employment and not for transfer to a senior institution. However, certain courses in the technical programs may be accepted by a four-year college or university for transfer credit.

The technical programs are two years in length and lead to the Associate in Applied Science degree. The following pages give program requirements. Deviations from the requirements must be approved by the appropriate department chairman and the Dean of Instruction.

BUSINESS ADMINISTRATION (T-018)

Associate in Applied Science Degree

The Business Administration program is designed to prepare the student for employment in one of the many occupations found in the business world. Training is aimed at preparing the student in every phase of administrative work that might be encountered in the average business.

The graduate of this program can enter a variety of careers, from beginning sales person or office clerk to manager trainee.

First Year

First Quarter

| | | Class | Lab | Cr. Hrs. |
|----------|---------------------------|-------|-----|----------|
| *BUS 101 | Elementary Typewriting | 3 | 2 | 4 |
| BUS 107 | Business Mathematics | 5 | 0 | 5 |
| BUS 106 | Introduction to Business | 5 | 0 | 5 |
| ECO 201 | Principles of Economics I | 3 | 0 | 3 |
| | | | | 17 |

Second Quarter

| | | | | |
|-----------|----------------------------|---|---|----|
| ENG 101 | English Composition I | 3 | 0 | 3 |
| BUS 203 | Principles of Accounting I | 3 | 3 | 4 |
| ECO 202 | Principles of Economics II | 3 | 0 | 3 |
| T-BUS 115 | Business Law I | 3 | 0 | 3 |
| T-BUS 123 | Business Finance | 3 | 0 | 3 |
| | | | | 16 |

Third Quarter

| | | | | |
|-----------|-----------------------------|---|---|----|
| ENG 102 | English Composition II | 3 | 0 | 3 |
| ECO 203 | Principles of Economics III | 3 | 0 | 3 |
| T-BUS 210 | Office Machines | 1 | 2 | 2 |
| BUS 204 | Principles of Accounting II | 3 | 3 | 4 |
| T-BUS 116 | Business Law II | 3 | 0 | 3 |
| | Elective(s) | | | 3 |
| | | | | 18 |

Second Year**First Quarter**

| | | | | |
|---------|-----------------------|---|---|----|
| SPH 101 | Voice and Diction | 3 | 0 | 3 |
| EDP 101 | Computer Fundamentals | 3 | 0 | 3 |
| BUS 211 | Marketing | 5 | 0 | 5 |
| | Elective(s) | | | 5 |
| | | | | 16 |

Second Quarter

| | | | | |
|-----------|-------------------------|---|---|----|
| BUS 209 | Business Communications | 3 | 0 | 3 |
| T-BUS 243 | Advertising | 3 | 2 | 4 |
| T-BUS 235 | Business Management | 3 | 0 | 3 |
| EDP 102 | Computer Programming | 3 | 2 | 4 |
| | Elective(s) | | | 2 |
| | | | | 16 |

Third Quarter

| | | | | |
|-----------|---------------------------|---|---|----|
| T-BUS 229 | Taxes | 3 | 2 | 4 |
| T-BUS 272 | Principles of Supervision | 3 | 0 | 3 |
| T-BUS 271 | Office Management | 3 | 0 | 3 |
| **HEA 121 | Hygiene | 3 | 0 | 3 |
| | Elective(s) | | | 3 |
| | | | | 16 |

Total Hours Required for Graduation 99

* Elective hours may be substituted for Elementary Typing if performance on proficiency tests in this skill indicates that the student may be exempted.

** Three hours of physical education activity courses, HEA 122, or HEA 223 may be substituted.

DRAFTING AND DESIGN (T-043)**Associate in Applied Science Degree**

The Drafting and Design program is designed to prepare technical-level draftsmen. Emphasis is placed on the ability to think and plan, as well as upon procedures and techniques used by the draftsmen. Although most of the program deals with mechanical drafting, the student is introduced to architectural drafting techniques.

First Year

| First Quarter | | | Class | Lab | Cr. Hrs. |
|----------------|---|--|-------|-----|----------|
| DFT 101 | Engineering Drawing I | | 3 | 3 | 4 |
| T-DES 101 | Tools, Materials, and Processes I | | 3 | 0 | 3 |
| ENG 101 | English Composition | | 3 | 0 | 3 |
| *T-MAT 104 | Technical Math I | | 5 | 0 | 5 |
| T-TEC 101 | Introduction to the Slide Rule | | 1 | 0 | 1 |
| | | | | | 16 |
| Second Quarter | | | | | |
| DFT 102 | Engineering Drawing II | | 3 | 3 | 4 |
| T-DES 102 | Tools, Materials, and Processes II | | 2 | 3 | 3 |
| T-TEC 201 | Technical Report Writing | | 4 | 0 | 4 |
| *T-MAT 105 | Technical Math II | | 4 | 0 | 4 |
| T-DFT 104 | Electronic Drafting | | 1 | 3 | 2 |
| | | | | | 17 |
| Third Quarter | | | | | |
| DFT 103 | Engineering Drawing III | | 3 | 3 | 4 |
| T-DES 103 | Strength of Materials | | 3 | 0 | 3 |
| *T-MAT 106 | Technical Math III | | 3 | 0 | 3 |
| T-DFT 214 | Jigs & Fixtures I | | 3 | 3 | 4 |
| DFT 105 | History of Architecture | | 2 | 0 | 2 |
| | | | | | 16 |
| Summer Quarter | | | | | |
| T-DFT 204 | Technical Illustration | | 3 | 3 | 4 |
| DFT 207 | Architectural Drawing I | | 3 | 3 | 4 |
| T-DFT 210 | Printed Circuit Board Layout and Design | | 3 | 3 | 4 |
| | | | | | 12 |

Second Year

| First Quarter | | | Class | Lab | Cr. Hrs. |
|----------------|-----------------------------------|--|-------|-----|----------|
| T-DFT 201 | Advanced Engineering Graphics I | | 3 | 3 | 4 |
| PHY 201 | General Physics | | 3 | 3 | 4 |
| DFT 208 | Architectural Drawing II | | 3 | 3 | 4 |
| EDP 101 | Computer Fundamentals | | 3 | 0 | 3 |
| | | | | | 15 |
| Second Quarter | | | | | |
| T-DFT 202 | Advanced Engineering Graphics II | | 3 | 3 | 4 |
| PHY 202 | General Physics | | 3 | 3 | 4 |
| DFT 205 | Descriptive Geometry | | 3 | 3 | 4 |
| | Elective(s) | | 3 | 0 | 3 |
| | | | | | 15 |
| Third Quarter | | | | | |
| T-DFT 203 | Advanced Engineering Graphics III | | 3 | 3 | 4 |
| PHY 203 | General Physics | | 3 | 3 | 4 |
| T-DFT 206 | Design Drafting | | 3 | 3 | 4 |
| **HEA 121 | Hygiene | | 3 | 0 | 3 |
| | | | | | 15 |

Total Hours for Graduation (Depends on Math Sequence)

103 or 106

* MAT 121, 122, and 123 may be submitted for T-MAT 104, 105, and 106. Also, elective hours may be substituted for T-MAT 104 if performance on the mathematics segment of the placement test indicates the student may be exempt.

** Three hours of physical education activity courses, HEA 122, or HEA 223 may be substituted.

ELECTRONICS (T-045)

Associate in Applied Science Degree

The Electronics program provides a basic background in electronics theory, with practical applications of electronics for business and industry. Courses are designed to develop competent electronics technicians who can work as an assistant to engineers, or as a liaison man between the engineer and the skilled craftsman.

The electronics technician will start in one or more of the following areas: research, design, development, production, maintenance, or sales. He may begin as an electronics technician, an engineering aide, a laboratory technician, a supervisor, or an equipment specialist.

First Year

| First Quarter | | Class | Lab | Cr. Hrs. |
|---------------|--------------------------------|-------|-----|----------|
| T-ELN 101 | D.C. Circuits | 5 | 3 | 6 |
| ENG 101 | English Composition I | 3 | 0 | 3 |
| *T-MAT 104 | Technical Math I | 5 | 0 | 5 |
| DFT 101 | Engineering Drawing I | 3 | 3 | 4 |
| T-TEC 101 | Introduction to the Slide Rule | 1 | 0 | 1 |
| | | | | 19 |

Second Quarter

| | | | | |
|------------|--------------------------|---|---|----|
| T-ELN 102 | A.C. Circuits | 5 | 3 | 6 |
| T-TEC 201 | Technical Report Writing | 4 | 0 | 4 |
| *T-MAT 105 | Technical Math II | 4 | 0 | 4 |
| T-DFT 104 | Electronic Drafting | 1 | 3 | 2 |
| | | | | 16 |

Third Quarter

| | | | | |
|------------|---------------------------------|---|---|----|
| T-ELN 103 | Semiconductors and Vacuum Tubes | 5 | 3 | 6 |
| ENG 102 | English Composition | 3 | 0 | 3 |
| EDP 101 | Computer Fundamentals | 3 | 0 | 3 |
| **HEA 121 | Hygiene | 3 | 0 | 3 |
| *T-MAT 106 | Technical Math III | 3 | 0 | 3 |
| | | | | 18 |

Summer Quarter

| | | | | |
|-----------|---|---|---|----------|
| T-ELN 104 | Electronic Servicing I | 3 | 3 | 4 |
| T-ELN 105 | Electronic Servicing II | 3 | 3 | 4 |
| T-DFT 210 | Printed Circuit Board Layout and Design | 3 | 3 | 4 |
| | | | | <hr/> 12 |

Second Year**First Quarter**

| | | Class | Lab | Cr. Hrs. |
|-----------|--------------------------------------|-------|-----|----------|
| T-ELN 201 | Adv. Semiconductors and Vacuum Tubes | 3 | 3 | 4 |
| T-ELN 202 | Basic Communication Electronics | 3 | 3 | 4 |
| PHY 201 | General Physics I | 3 | 3 | 4 |
| ECO 201 | Principles of Economics | 3 | 0 | 3 |
| | | | | <hr/> 15 |

Second Quarter

| | | | | |
|-----------|---------------------------------|---|---|----------|
| T-ELN 203 | Basic Computer Electronics | 3 | 3 | 4 |
| T-ELN 204 | Adv. Communications Electronics | 3 | 3 | 4 |
| T-ELN 215 | Industrial Electronics | 3 | 3 | 4 |
| PHY 202 | General Physics II | 3 | 3 | 4 |
| | | | | <hr/> 16 |

Third Quarter

| | | | | |
|-----------|---------------------------|---|---|----------|
| T-ELN 206 | Adv. Computer Electronics | 3 | 3 | 4 |
| T-ELN 216 | Industrial Electronics | 3 | 3 | 4 |
| PHY 203 | General Physics III | 3 | 3 | 4 |
| | Elective(s) | | | 4 |
| | | | | <hr/> 16 |

Total Hours Required For Graduation (Depends on Math Sequence) 109 or 112

* MAT 121, 122, and 123 may be substituted for T-MAT 104, 105, and 106. Also, elective hours may be substituted for T-MAT 104 if performance on the mathematics segment of the placement test indicates the student may be exempt.

** Three hours of physical education activity courses, HEA 122, or HEA 223 may be substituted.

GENERAL OFFICE TECHNOLOGY (T-033)**Associate in Applied Science Degree**

The General Office Technology curriculum requires two years of college study. Upon completion of the program the student will graduate with an Associate in Applied Science degree.

The graduate of the General Office Technology curriculum may be employed as an administrative assistant, accounting clerk, assistant office manager, bookkeeper, file clerk, or in a variety of other clerical positions.

First Year

| First Quarter | | Class | Lab | Cr. Hrs. |
|----------------|--------------------------------------|-------|-----|----------|
| *BUS 101 | Elementary Typewriting | 3 | 2 | 4 |
| BUS 110 | Filing | 3 | 0 | 3 |
| ENG 101 | English Composition I | 3 | 0 | 3 |
| BUS 106 | Introduction to Business Elective(s) | 5 | 0 | 5 |
| | | | | <hr/> 3 |
| | | | | 18 |
| Second Quarter | | | | |
| LIB 100 | Library Usage | 1 | 0 | 1 |
| BUS 102 | Intermediate Typewriting | 2 | 3 | 3 |
| ENG 102 | English Composition II | 3 | 0 | 3 |
| BUS 107 | Business Mathematics | 5 | 0 | 5 |
| **HEA 121 | Hygiene Elective(s) | 3 | 0 | 3 |
| | | | | <hr/> 3 |
| | | | | 18 |
| Third Quarter | | | | |
| BUS 103 | Advanced Typewriting | 2 | 3 | 3 |
| BUS 108 | Personal Finance | 5 | 0 | 5 |
| T-BUS 271 | Office Management Elective(s) | 3 | 0 | 3 |
| | | | | <hr/> 5 |
| | | | | 16 |

Second Year

| First Quarter | | | | |
|-------------------------------------|--|---|---|----------|
| EDP 101 | Computer Fundamentals | 3 | 0 | 3 |
| T-BUS 109 | Inter-Personal Relations | 3 | 1 | 3 |
| T-BUS 115 | Business Law I | 3 | 0 | 3 |
| T-BUS 221 | Transcription I Elective(s) | 3 | 2 | 4 |
| | | | | <hr/> 3 |
| | | | | 16 |
| Second Quarter | | | | |
| SPH 101 | Voice and Diction | 3 | 0 | 3 |
| T-BUS 210 | Office Machines | 1 | 2 | 2 |
| BUS 209 | Business Communications Elective (General) | 3 | 0 | 3 |
| | | | | <hr/> 3 |
| | | | | 5 |
| | | | | <hr/> 16 |
| Third Quarter | | | | |
| BUS 213 | Typewriting for Speed | 3 | 1 | 3 |
| BUS 214 | Office Procedures | 3 | 2 | 4 |
| T-BUS 212 | Accounting Elective | 3 | 2 | 4 |
| | | | | <hr/> 4 |
| | | | | 15 |
| Total Hours Required for Graduation | | | | <hr/> 99 |

* Elective hours may be substituted for Elementary Typing if performance on proficiency tests in this skill indicates that the student may be exempt.

** Three hours of physical education activity courses, HEA 122, or HEA 223 may be substituted.

ASSOCIATE DEGREE NURSING (T-059)

Associate in Applied Science Degree

College of The Albemarle's program to prepare students for registered nursing is a seven quarter curriculum. Students are admitted each September. The primary purpose of the program is to prepare men and women for careers as registered nurses who are competent to give direct patient care in a number of settings.

Students secure a college-level education with the privileges and responsibilities as students in the total student body. They share in social and cultural aspects of college life, while developing their potential as individuals, citizens, and nurses.

Classes in general education courses are shared with students from other disciplines. Clinical experiences are carefully planned around current nursing theory. Nursing faculty select, guide, and evaluate learning experiences in hospitals and other agencies. Present affiliations include: Albemarle Hospital, Pasquotank County Health Department, Portsmouth Naval Hospital, Tidewater Psychiatric Institute, and Winslow Memorial Home.

Rather than complete the program in seven consecutive quarters, a student may choose to complete the requirements over a three year period, taking the general college courses the first year and nursing courses the next two years.

Although the Associate Degree Nursing program is designed to produce a registered nurse in two years, it is possible to transfer most of the courses to a senior institution for application toward a baccalaureate degree.

For specific admissions requirements, contact the Director of Admissions.

First Year

| First Quarter | | Class | Lab | Cr. Hrs. |
|---------------|-------------------------|-------|-----|----------|
| NUR 101 | Introduction to Nursing | 4 | 15 | 9 |
| BIO 205 | Anatomy & Physiology I | 3 | 3 | 4 |
| PSY 201 | General Psychology I | 3 | 0 | 3 |
| NUT 101 | Nutrition | 3 | 0 | 3 |
| | | | | 19 |

Second Quarter

| | | | | |
|---------|----------------------------|---|----|----|
| NUR 102 | Medical-Surgical Nursing I | 4 | 15 | 9 |
| BIO 206 | Anatomy & Physiology II | 3 | 3 | 4 |
| PSY 202 | General Psychology II | 3 | 0 | 3 |
| PHM 101 | Pharmacology | 3 | 0 | 3 |
| | | | | 19 |

Third Quarter

| | | | | |
|---------|-----------------------------|---|----|----|
| NUR 103 | Medical-Surgical Nursing II | 4 | 15 | 9 |
| BIO 207 | Microbiology | 3 | 3 | 4 |
| PSY 231 | Child Growth & Development | 3 | 0 | 3 |
| | | | | 16 |

Summer Session

| | | | | |
|---------|-------------------|---|----|---|
| NUR 201 | Maternity Nursing | 4 | 15 | 9 |
|---------|-------------------|---|----|---|

Second Year

| *First Quarter | | Class | Lab | Cr. Hrs. |
|-----------------------|-----------------------|--------------|------------|-----------------|
| NUR 202 | Child Health Nursing | 4 | 15 | 9 |
| SPH 201 | Public Speaking | 3 | 0 | 3 |
| ENG 101 | English Composition I | 3 | 0 | 3 |
| | | | | 15 |

***Second Quarter**

| | | | | |
|-------------------------|-----------------------------------|---|----|----|
| NUR 203 | Psychiatric/Mental Health Nursing | 4 | 15 | 9 |
| NUR 205 | Issues in Nursing | 4 | 0 | 4 |
| HEA 121, 122, or 223 | | 3 | 0 | 3 |
| | | | | 16 |

***Third Quarter**

| | | | | |
|---------|------------------------------|---|----|----|
| NUR 204 | Medical-Surgical Nursing III | 4 | 15 | 9 |
| SOC 201 | Introduction to Sociology | 3 | 0 | 3 |
| ENG 102 | English Composition II | 3 | 0 | 3 |
| | | | | 15 |

| | |
|-------------------------------------|-----|
| Total Hours Required for Graduation | 109 |
|-------------------------------------|-----|

* Each sequence of courses is offered each quarter.

Second year students are divided into three groups which rotate through each sequence during their second year.

** Three physical education activity courses may be substituted for the HEA course. These should be spaced over two or more quarters.

The curriculum is constructed to allow the student to progress from the general to the specific and the simple to complex. The first three nursing courses (NUR 101, 102, and 103) must be satisfactorily completed in sequence. All 100 numbered nursing courses, as well as NUT 101, PHM 101, PSY 201, PSY 202, and PSY 231, must be successfully completed prior to enrollment in 200 numbered nursing courses.

EXECUTIVE SECRETARY (T-030)**Associate in Applied Science Degree**

The Executive Secretary program is designed to provide students with training in typing, dictation, transcription, office pro-

cedures, and other skills needed to perform secretarial work for an executive.

The graduate may be employed as a stenographer or a secretary. Stenographers are primarily responsible for taking dictation and transcribing correspondence and reports. A secretary, in addition to taking dictation and transcribing, is given more responsibility in connection with meeting office callers, screening telephone calls, and assisting an executive. Employment may be found in a variety of fields, such as insurance companies, banks, marketing institutions, and financial firms.

First Year

| First Quarter | | Class | Lab | Cr. Hrs. |
|---------------|--------------------------|-------|-----|----------|
| *BUS 101 | Elementary Typewriting | 3 | 2 | 4 |
| ENG 101 | English Composition I | 3 | 0 | 3 |
| BUS 106 | Introduction to Business | 5 | 0 | 5 |
| BUS 110 | Filing | 3 | 0 | 3 |
| | Elective | | | 3 |
| | | | | 18 |

Second Quarter

| | | | | |
|----------|--------------------------|---|---|----|
| BUS 102 | Intermediate Typewriting | 2 | 3 | 3 |
| ENG 102 | English Composition II | 3 | 0 | 3 |
| BUS 107 | Business Mathematics | 5 | 0 | 5 |
| *BUS 111 | Elementary Shorthand | 5 | 0 | 5 |
| LIB 100 | Library Usage | 1 | 0 | 1 |
| | | | | 17 |

Third Quarter

| | | | | |
|-----------|--------------------------|---|---|----|
| BUS 103 | Advanced Typewriting | 2 | 3 | 3 |
| BUS 108 | Personal Finance | 5 | 0 | 5 |
| BUS 112 | Intermediate Shorthand | 3 | 2 | 4 |
| T-BUS 109 | Inter-Personal Relations | 3 | 1 | 3 |
| **HEA 121 | Hygiene | 3 | 0 | 3 |
| | | | | 18 |

Second Year

| First Quarter | | Class | Lab | Cr. Hrs. |
|---------------|-----------------------|-------|-----|----------|
| T-BUS 115 | Business Law I | 3 | 0 | 3 |
| EDP 101 | Computer Fundamentals | 3 | 0 | 3 |
| BUS 113 | Advanced Shorthand | 2 | 3 | 4 |
| T-BUS 221 | Transcription I | 3 | 2 | 4 |
| | Elective(s) | | | 3 |
| | | | | 17 |

Second Quarter

| | | | | |
|-----------|-------------------------|---|---|----|
| SPH 101 | Voice and Diction | 3 | 0 | 3 |
| T-BUS 210 | Office Machines | 1 | 2 | 2 |
| BUS 209 | Business Communications | 3 | 0 | 3 |
| T-BUS 222 | Transcription II | 3 | 2 | 4 |
| | Elective(s) | | | 3 |
| | | | | 15 |

Third Quarter

| | | | | |
|-----------|-----------------------|---|---|----|
| T-BUS 212 | Accounting | 3 | 2 | 4 |
| BUS 213 | Typewriting for Speed | 3 | 1 | 3 |
| T-BUS 223 | Transcription 111 | 3 | 2 | 4 |
| BUS 214 | Office Procedures | 3 | 2 | 4 |
| | | | | 15 |

| | |
|-------------------------------------|-----|
| Total Hours Required for Graduation | 100 |
|-------------------------------------|-----|

* Elective hours may be substituted for Elementary Typewriting and/or Elementary Shorthand if performance on proficiency tests in these skills indicates that the student may be exempted from them.

** Three hours of physical education activity courses, HEA 122, or HEA 223 may be substituted.

MEDICAL SECRETARY (T-032)**Associate in Applied Science Degree**

The Medical Secretary program provides specialized training required by secretaries working in the medical and health care fields. The program is designed to provide students with the training in typing, dictation, transcription, office procedures, and terminology for employment in the medical profession.

The duties of a medical secretary may consist of taking dictation and transcribing letters, memoranda, and reports; meeting office callers and screening telephone calls; filing; and scheduling appointments. The graduate may enter a secretarial position in a variety of offices, such as physicians, private and public hospitals, and federal and state health programs.

First Year**First Quarter**

| | | Class | Lab | Cr. Hrs. |
|----------|--------------------------|-------|-----|----------|
| *BUS 101 | Elementary Typewriting | 3 | 2 | 4 |
| ENG 101 | English Composition I | 3 | 0 | 3 |
| BUS 106 | Introduction to Business | 5 | 0 | 5 |
| BUS 110 | Filing | 3 | 0 | 3 |
| | Elective(s) | | | 3 |
| | | | | 18 |

Second Quarter

| | | | | |
|----------|--------------------------|---|---|----|
| BUS 102 | Intermediate Typewriting | 2 | 3 | 3 |
| ENG 102 | English Composition II | 3 | 0 | 3 |
| BUS 107 | Business Mathematics | 5 | 0 | 5 |
| *BUS 111 | Elementary Shorthand | 5 | 0 | 5 |
| LIB 100 | Library Usage | 1 | 0 | 1 |
| | | | | 17 |

Third Quarter

| | | | | |
|-----------|--------------------------|---|---|----|
| BUS 103 | Advanced Typewriting | 2 | 3 | 3 |
| BUS 108 | Personal Finance | 5 | 0 | 5 |
| BUS 112 | Intermediate Shorthand | 3 | 2 | 4 |
| T-BUS 109 | Inter-Personal Relations | 3 | 1 | 3 |
| **HEA 121 | Hygiene | 3 | 0 | 3 |
| | | | | 18 |

Second Year**First Quarter**

| | | Class | Lab | Cr. Hrs. |
|-----------|------------------------------------|-------|-----|----------|
| T-BUS 115 | Business Law I | 3 | 0 | 3 |
| EDP 101 | Computer Fundamentals | 3 | 0 | 3 |
| BUS 113 | Advanced Shorthand | 2 | 3 | 4 |
| T-BUS 221 | Transcription I | 3 | 2 | 4 |
| BUS 215 | Medical Terminology & Vocabulary I | 3 | 0 | 3 |
| | | | | 17 |

Second Quarter

| | | | | |
|-----------|-------------------------------------|---|---|----|
| SPH 101 | Voice and Diction | 3 | 0 | 3 |
| T-BUS 210 | Office Machines | 1 | 2 | 2 |
| BUS 209 | Business Communications | 3 | 0 | 3 |
| T-BUS 222 | Transcription II | 3 | 2 | 4 |
| BUS 216 | Medical Terminology & Vocabulary II | 3 | 0 | 3 |
| | | | | 15 |

Third Quarter

| | | | | |
|-----------|-----------------------|---|---|----|
| T-BUS 212 | Accounting | 3 | 2 | 4 |
| BUS 213 | Typewriting for Speed | 3 | 1 | 3 |
| T-BUS 223 | Transcription III | 3 | 2 | 4 |
| BUS 214 | Office Procedures | 3 | 2 | 4 |
| | | | | 15 |

Total Hours Required For Graduation

100

* Elective hours may be substituted for Elementary Typewriting and/or Elementary Shorthand if performance on proficiency tests in these skills indicates that the student may be exempted from them.

** Three hours of physical education activity courses, HEA 122, or HEA 223 may be substituted.

MARKETING AND RETAILING (T-020) (SALESMANSHIP AND SALES MANAGEMENT)

Associate in Applied Science Degree

The Marketing and Retailing curriculum is designed to teach students the basic principles of salesmanship and sales management. Upon completion, employment opportunities are available in a variety of sales or sales management positions.

First Year

First Quarter

| | | Class | Lab | Cr. Hrs. |
|-----------|------------------------------|-------|-----|----------|
| ENG 101 | English Composition I | 3 | 0 | 3 |
| BUS 107 | Business Math | 5 | 0 | 5 |
| BUS 106 | Introduction to Business | 5 | 0 | 5 |
| *BUS 101 | Elementary Typing | 3 | 2 | 4 |
| T-BUS 161 | Principles of Salesmanship I | 3 | 0 | 3 |
| | | | | 20 |

Second Quarter

| | | | | |
|-----------|-------------------------------|---|---|----|
| ENG 102 | English Composition II | 3 | 0 | 3 |
| BUS 203 | Principles of Accounting I | 3 | 3 | 4 |
| ECO 201 | Principles of Economics I | 3 | 0 | 3 |
| T-BUS 115 | Business Law I | 3 | 0 | 3 |
| **HEA 121 | Hygiene | 3 | 0 | 3 |
| T-BUS 162 | Principles of Salesmanship II | 3 | 0 | 3 |
| | | | | 19 |

Third Quarter

| | | | | |
|-----------|-----------------------------|---|---|----|
| SPH 101 | Voice and Diction | 3 | 0 | 3 |
| BUS 204 | Principles of Accounting II | 3 | 3 | 4 |
| ECO 202 | Principles of Economics II | 3 | 0 | 3 |
| BUS 108 | Personal Finance | 5 | 0 | 5 |
| T-BUS 163 | Sales Development | 2 | 2 | 3 |
| | | | | 18 |

Second Year

First Quarter

| | | Class | Lab | Cr. Hrs. |
|-----------|-----------------------------|-------|-----|----------|
| ECO 203 | Principles of Economics III | 3 | 0 | 3 |
| BUS 211 | Marketing | 5 | 0 | 5 |
| T-BUS 245 | Retailing | 3 | 0 | 3 |
| T-BUS 264 | Sales Management Theory | 4 | 0 | 4 |
| T-BUS 261 | Salesmanship in Action I | 2 | 2 | 3 |
| | | | | 18 |

Second Quarter

| | | | | |
|-----------|------------------------------|---|---|----|
| BUS 209 | Business Communications | 3 | 0 | 3 |
| T-BUS 123 | Business Finance | 3 | 0 | 3 |
| T-BUS 243 | Advertising | 3 | 2 | 4 |
| T-BUS 265 | Sales Management in Action I | 2 | 2 | 3 |
| T-BUS 262 | Salesmanship in Action II | 2 | 2 | 3 |
| | | | | 16 |

Third Quarter

| | | | | |
|-----------|-------------------------------|---|---|----|
| T-BUS 247 | Business Insurance | 3 | 0 | 3 |
| T-BUS 272 | Principles of Supervision | 3 | 0 | 3 |
| T-BUS 249 | Buying and Merchandising | 2 | 2 | 3 |
| T-BUS 266 | Sales Management in Action II | 2 | 2 | 3 |
| T-BUS 263 | Salesmanship in Action III | 2 | 2 | 3 |
| | | | | 15 |

Total Hours Required for Graduation

106

* Elective hours may be substituted for Elementary Typewriting if performance on a proficiency test indicates the student should be exempted.

** Three hours of physical education activity courses, HEA 122, or HEA 223 may be substituted.

VETERAN'S FARM TRAINING PROGRAM (T-017)

This is a special program which is offered for Albemarle area farmers who need to develop or upgrade the basic skills needed to manage an agricultural business involving commercial crops or livestock. Students must be 18 years of age or older.

Veterans who are engaged in farming on a full-time basis and who have their programs approved by the Veterans Administration are eligible for VA benefits.

The program of instruction is designed for 36 months, with classes being held two days per week in the late afternoon and evening. Students who complete the entire program will receive a technical specialty diploma.

First Year

| First Quarter | | Class | Lab | Cr. Hrs. |
|----------------|--|-------|-----|----------|
| T-AGR 101 | Farm Records and Taxes | 3 | 2 | 4 |
| T-AGR 102 | Farm Tractors I | 2 | 3 | 4 |
| Second Quarter | | | | |
| T-AGR 103 | Agricultural Economics | 5 | 0 | 5 |
| T-AGR 104 | Soil Science and Fertilizers | 3 | 2 | 4 |
| Third Quarter | | | | |
| T-AGR 105 | Agricultural Marketing | 5 | 0 | 5 |
| T-AGR 106 | Agricultural Chemicals and Weed Identification | 3 | 2 | 4 |
| Fourth Quarter | | | | |
| T-AGR 107 | Farm and Home Construction | 2 | 3 | 4 |
| T-AGR 108 | Farm Management | 5 | 0 | 5 |

Second Year

| Fifth Quarter | | | | |
|-----------------|-----------------------------------|---|---|---|
| T-AGR 109 | Farm Tractors II | 2 | 3 | 4 |
| T-AGR 110 | Conservation of Natural Resources | 5 | 0 | 5 |
| Sixth Quarter | | | | |
| T-AGR 111 | Horticulture | 3 | 2 | 4 |
| T-AGR 112 | Livestock Production | 3 | 2 | 4 |
| Seventh Quarter | | | | |
| T-AGR 201 | Pasture and Forage Crops | 3 | 2 | 4 |
| T-AGR 202 | Insect Identification and Control | 3 | 2 | 4 |
| Eighth Quarter | | | | |
| T-AGR 203 | Livestock Housing and Equipment | 3 | 2 | 4 |
| T-AGR 204 | Advanced Farm Management | 5 | 0 | 5 |

Third Year

Ninth Quarter

| | | | | |
|-----------|-----------------------|---|---|---|
| T-AGR 205 | Farm Machinery Repair | 2 | 3 | 4 |
| T-AGR 206 | Farm Electrification | 2 | 3 | 4 |

Tenth Quarter

| | | | | |
|-----------|------------------------|---|---|---|
| T-AGR 207 | Feed Grain Crops | 3 | 2 | 4 |
| T-AGR 208 | Farm Forest Management | 3 | 2 | 4 |

Eleventh Quarter

| | | | | |
|-----------|------------------------------------|---|---|---|
| T-AGR 209 | Agricultural Programs and Agencies | 5 | 0 | 5 |
| T-AGR 210 | Surveying | 2 | 3 | 4 |

Twelfth Quarter

| | | | | |
|-----------|------------------------------|---|---|---|
| T-AGR 211 | Agricultural Finance and Law | 5 | 0 | 5 |
| T-AGR 212 | Techniques of Welding | 2 | 3 | 4 |

VOCATIONAL PROGRAMS

The major objective of each of the vocational programs is to guide youth and adults in acquiring vocational competency in the knowledge and skills that will help them to become well-adjusted and self-supporting citizens.

Courses are designed to prepare students for initial employment, retraining for new skills, or for advancement in a vocation. Students are expected to acquire the skills and technical knowledge that become assets for employment in business and industry.

The vocational programs are generally one year in length and lead to a diploma. Program requirements are given on the following pages. Deviations from the requirements must be approved by the appropriate department chairman and the Dean of Instruction.

Probation and Suspension

Any student that does not pass at least one-third of his work on an hourly basis may be excluded from registration for the next quarter or placed on probation. In either circumstance, the student will be expected to work with his counselor to try to find and correct the reason for the student's poor performance in his chosen program of study or find an alternate program of study in which he may succeed.

If a student is incapable of safe conduct in the shops or willfully and flagrantly violates the safety rules of the shops and becomes a safety hazard to himself or to his classmates, he may be suspended immediately from his program of study. All suspensions of this type must be approved by the Department Chairman and the Dean of Instruction.

A student that has been suspended may be reinstated only by the Academic Suspension Appeals Committee. Requests for reinstatement will be sent to the Office of the Dean of Student Services and forwarded to the committee.

Evening Classes

Students attending evening vocational trade classes will receive a letter grade on each course upon completion of the minimum number of clock hours specified for each course (see the course descriptions) and/or satisfactory performance on the final examination. Since evening vocational classes meet for fewer hours per week than do equivalent day classes, a student will have to attend

class for more than one quarter in order to complete the minimum clock hours and receive credit for the course.

Grade reports listing satisfactory or unsatisfactory progress and total clock hours completed will be sent to the student at the end of each quarter until the student has satisfactorily completed the course. Course segments will be noted on permanent records by a suffix a, b, or c on the course number.

Hours Per Week

The programs that are described on the following pages include a listing of hours of instruction per week. This is the minimum number of hours that each student will spend in instructional activities each week.

Class—refers to the time spent in classroom instruction.

Lab —refers to the time spent in laboratory instruction or experimentation.

Shop or Clinical Practice—refers to shop practice or clinical practice in which students are involved in the supervised practice of learning experiences in institution laboratories or approved clinical facilities. Cooperative Education experience may be substituted for shop practice in the Automotive Mechanics, Machinist and Welding curricula.

AUTOMOTIVE MECHANICS (V-003)

The Automotive Mechanics Program provides training in developing the basic knowledge and skills needed to inspect, diagnose, repair, and adjust automotive vehicles. Manual skills are developed in practical shop work. A thorough understanding of the operating principles involved in the modern automobile comes in class assignments, discussions, and shop practice.

Automobile mechanics maintain and repair mechanical, electrical, and body parts of passenger cars, trucks, and buses. They repair or replace defective parts to restore the vehicle or machine to proper operating condition and use shop manuals and other technical publications as references.

| | | Hours Per Week | | | |
|-----------------------|---|----------------|-----|--------------------------------|----|
| | | Class | Lab | Shop Cr. Hrs. Pract. Equiv. | |
| First Quarter | | | | | |
| AUT 1100 | Internal Combustion Engines | 3 | 8 | 8 | 10 |
| MAT 1000 | Fundamentals of Mathematics | 5 | 0 | 0 | 5 |
| DFT 1000 | Blueprint Reading I | 4 | 0 | 0 | 4 |
| ENG 1020 | Reading Improvement | 2 | 0 | 0 | 2 |
| | | | | | 21 |
| Second Quarter | | | | | |
| AUT 1115 | Auto Fuel & Emissions Systems | 3 | 4 | 4 | 6 |
| AUT 1110 | Auto Electrical Systems | 3 | 4 | 4 | 6 |
| MAT 1010 | Vocational Mathematics | 3 | 0 | 0 | 3 |
| PHY 1040 | Applied Physics I | 1 | 2 | 0 | 2 |
| ENG 1030 | Communication Skills | 2 | 0 | 0 | 2 |
| | | | | | 19 |
| Third Quarter | | | | | |
| AUT 1124 | Auto Transmissions & Drive Trains | 3 | 9 | 8 | 10 |
| PSY 1060 | Industrial, Community & Personal Relations | 2 | 0 | 0 | 2 |
| PHY 1050 | Applied Physics II | 1 | 2 | 0 | 2 |
| WLD 1400 | Basic Welding | 2 | 3 | 0 | 4 |
| | | | | | 18 |
| Fourth Quarter | | | | | |
| AUT 1123 | Brakes, Chassis & Suspension | 3 | 3 | 4 | 6 |
| AUT 1140 | Automotive Air Conditioning | 2 | 4 | 0 | 4 |
| BUS 1103 | Small Business Operations | 2 | 0 | 0 | 2 |
| PHY 1060 | Applied Physics III | 1 | 2 | 0 | 2 |
| AUT 1125 | Automotive Servicing | 3 | 2 | 4 | 5 |
| | | | | | 19 |

COSMETOLOGY (V-009)

The Cosmetology Program is designed to prepare the student for employment in the field of cosmetology. The program provides instruction and practice in manicuring, shampooing, permanent waving, facials, massages, scalp treatments, hair cutting, and hair styling.

Upon completion of this program, a person is qualified to begin a six month apprenticeship and to take the examination administered by the North Carolina Board of Cosmetic Art. Both of these require successful completion before the license is issued by the Board.

| | | Hours Per Week | | | |
|----------------------|--------------------|----------------|-----|---------------------------------|----|
| | | Class | Lab | Clin. Cr. Hrs. Pract. Equiv. | |
| First Quarter | | | | | |
| COS 1001 | Scientific Study I | 5 | 5 | 0 | 8 |
| COS 1011 | Mannequin Practice | 5 | 15 | 0 | 13 |
| | | | | | 21 |

Second Quarter

| | | | | | |
|----------|------------------------|---|---|----|----|
| COS 1002 | Scientific Study II | 5 | 0 | 0 | 5 |
| COS 1022 | Clinical Application I | 0 | 5 | 20 | 9 |
| | | | | | 14 |

Third Quarter

| | | | | | |
|----------|-------------------------|---|---|----|----|
| COS 1003 | Scientific Study III | 5 | 0 | 0 | 5 |
| COS 1033 | Clinical Application II | 0 | 5 | 20 | 9 |
| | | | | | 14 |

Fourth Quarter

| | | | | | |
|----------|--------------------------|---|---|----|----|
| COS 1004 | Scientific Study IV | 5 | 0 | 0 | 5 |
| COS 1044 | Clinical Application III | 0 | 5 | 20 | 9 |
| | | | | | 14 |

MACHINIST (V-032)

The Machinist Program is designed to give students the opportunity to acquire basic skills and the related technical information necessary to gain employment in a machine shop. The machinist is a skilled worker who shapes metal by using machine tools and hand tools.

The skilled worker must be able to set-up and operate the machine tools used in a modern shop. He makes calculations relating to dimensions of work, tooling, and feeds and speeds machines. The composition of metals must be known so that he can anneal and harden tools and metal parts.

| | | Hours Per Week | | | Cr. Hr. Equiv. |
|----------------|---|----------------|-----|----------------|-------------------|
| | | Class | Lab | Shop Pract. | |
| First Quarter | | | | | |
| MEC 1200 | Machine Shop Theory & Practice I | 3 | 8 | 8 | 10 |
| MAT 1000 | Fundamentals of Mathematics | 5 | 0 | 0 | 5 |
| DFT 1000 | Blueprint Reading I | 4 | 0 | 0 | 4 |
| ENG 1020 | Reading Improvement | 2 | 0 | 0 | 2 |
| | | | | | 21 |
| Second Quarter | | | | | |
| MEC 1210 | Machine Shop Theory & Practice II | 2 | 6 | 8 | 8 |
| MAT 1010 | Vocational Math | 3 | 0 | 0 | 3 |
| PHY 1040 | Applied Physics I | 1 | 2 | 0 | 2 |
| MEC 1250 | Structure of Metals I | 3 | 0 | 0 | 3 |
| ENG 1030 | Communications Skills | 2 | 0 | 0 | 2 |
| DFT 1010 | Blueprint Reading II | 3 | 0 | 0 | 3 |
| | | | | | 21 |
| Third Quarter | | | | | |
| MEC 1220 | Machine Shop Theory & Practice III | 2 | 4 | 8 | 7 |
| MAT 1020 | Geometry & Trigonometry | 3 | 0 | 0 | 3 |
| PSY 1060 | Industrial, Community & Personal Relations | 2 | 0 | 0 | 2 |

| | | | | | |
|-----------------------|-----------------------------------|---|---|---|----------|
| PHY 1050 | Applied Physics III | 1 | 2 | 0 | 2 |
| WLD 1400 | Basic Welding | 2 | 3 | 0 | 4 |
| DFT 1020 | Blueprint Reading III | 3 | 0 | 0 | 3 |
| | | | | | <hr/> 21 |
| Fourth Quarter | | | | | |
| MEC 1230 | Machine Shop Theory & Practice IV | 3 | 8 | 8 | 10 |
| MEC 1255 | Structure of Metals II | 3 | 0 | 0 | 3 |
| MAT 1030 | Machinist Math | 3 | 0 | 0 | 3 |
| DFT 1030 | Blueprint Reading IV | 2 | 0 | 0 | 2 |
| PHY 1060 | Applied Physics III | 1 | 2 | 0 | 2 |
| | | | | | <hr/> 20 |

ADVANCED MACHINIST

Students who have successfully completed the Machinist Program may enter the Advanced Machinist Program. This second year option provides further machinist knowledge and skills, and generally enables the student to enter industry at a higher level of pay and responsibility.

| | | Hours Per Week | | | Cr. Hrs. Equiv. |
|-----------------------|-------------------------|----------------|-----|----------------|--------------------|
| | | Class | Lab | Shop Pract. | |
| First Quarter | | | | | |
| MEC 1260 | Precision Machining I | 2 | 8 | 8 | 9 |
| DFT 101 | Engineering Drawing I | 3 | 3 | | 4 |
| | Electives | 6 | 0 | | 6 |
| | | | | | 19 |
| Second Quarter | | | | | |
| MEC 1265 | Precision Machining II | 2 | 8 | 8 | 9 |
| DFT 102 | Engineering Drawing II | 3 | 3 | | 4 |
| | Electives | 6 | 0 | | 6 |
| | | | | | 19 |
| Third Quarter | | | | | |
| MEC 1270 | Machine Repair | 2 | 8 | 8 | 9 |
| DFT 103 | Engineering Drawing III | 3 | 3 | | 4 |
| | Electives | 6 | 0 | | 6 |
| | | | | | 19 |
| Fourth Quarter | | | | | |
| MEC 1275 | Jig & Fixture Building | 2 | 6 | 4 | 6 |
| MEC 1280 | Die Making | 2 | 6 | 4 | 6 |
| | Electives | 6 | 0 | | 6 |
| | | | | | 18 |

Suggested Electives For Advanced Machinist Trade

| | | | | | |
|-----------|---------------------------------|---|---|---|---|
| BUS 1103 | Small Business Operations | 2 | 0 | 0 | 2 |
| T-DES 101 | Materials, Tools & Processes I | 3 | 0 | | 3 |
| T-DES 102 | Materials, Tools & Processes II | 2 | 3 | | 3 |
| T-DES 103 | Strength of Materials | 3 | 0 | | 3 |
| DFT 205 | Descriptive Geometry | 3 | 3 | | 4 |

| | | | |
|-------------------|---|-----|---|
| DFT 209 | Individually Supervised Study, Var. | Var | 4 |
| | Drafting | | |
| T-DFT 201-202-203 | Advanced Engineering Graphics 3 I, II, III | 3 | 4 |
| T-DFT 206 | Design Drafting | 3 | 4 |
| T-DFT 214-215 | Jigs & Fixtures I, II | 3 | 3 |
| MAT 90 | Arithmetic | 3 | 3 |
| MAT 91 | Basic Mathematics I | 3 | 3 |
| MAT 92 | Basic Mathematics II | 3 | 3 |
| T-MAT 104 | Technical Math I | 5 | 5 |
| T-MAT 105 | Technical Math II | 5 | 5 |
| T-MAT 106 | Technical Math III | 4 | 4 |

MACHINE OPERATOR

The purpose of this program is to allow students who will not reach a level of excellence as a machinist to succeed in a specialized program allied to the Machinist Program. This program is three quarters in length. The first quarter is the same as the Machinist Program, and during this time the instructor and the counselor will evaluate the student's progress and abilities and advise him concerning the program he should follow.

This program will offer an opportunity for occupational success and satisfaction to students who might not succeed in the other machinist programs. A Machine Operator's Certificate will be presented upon successful completion of the program.

| | | Hours Per Week | | | |
|-----------------------|----------------------------------|----------------|-----|-------------|-----------------|
| | | Class | Lab | Shop Pract. | Cr. Hrs. Equiv. |
| First Quarter | | | | | |
| MEC 1200 | Machine Shop Theory & Practice I | 3 | 8 | 8 | 10 |
| MAT 1000 | Fundamentals of Mathematics | 5 | 0 | 0 | 5 |
| DFT 1000 | Blueprint Reading I | 4 | 0 | 0 | 4 |
| ENG 1020 | Reading Improvement | 2 | 0 | 0 | 2 |
| | | | | | 21 |
| Second Quarter | | | | | |
| MEC 1215 | Lathe Operator | 3 | 6 | 4 | 7 |
| MEC 1225 | Drill Press Operation | 3 | 6 | 4 | 7 |
| MAT 1010 | Vocational Math | 3 | 0 | 0 | 3 |
| ENG 1102 | Communication Skills | 2 | 0 | 0 | 2 |
| | | | | | 19 |
| Third Quarter | | | | | |
| MEC 1235 | Shaper Operation | 3 | 8 | 4 | 8 |
| MEC 1245 | Mill Operation | 3 | 8 | 4 | 8 |
| | | | | | 16 |

PRACTICAL NURSE (V-038)

The Practical Nurse Program is designed to make available to qualified persons the opportunity to prepare for participation in the care of patients of all ages, in various states of dependency, and with a variety of illness conditions. Throughout the program the student is expected to grow continuously in the acquisition of knowledge and understandings related to nursing, the biological sciences, the social sciences, and in skills related to nursing practices, communications, inter-personal relations, and the use of good judgment.

The licensed practical nurse (LPN) is prepared to function in a variety of situations: hospitals of all types, nursing homes, clinics, doctors' and dentists' offices, and in some public health facilities. In all situations the LPN functions under supervision of a registered nurse and/or licensed physician. This supervision may be minimal in situations where the patient's condition is stable and not complex, or it may consist of continuous direction in situations requiring the knowledge and skills of the registered nurse or physician. In the latter situation, the LPN may function in an assisting role in order to avoid assuming responsibility beyond that for which the program can prepare the individual.

Upon completion of this program, and the successful completion of a comprehensive examination administered by the North Carolina Board of Nursing, a license is given to the graduate by the Board.

Specific Admission Requirements

Education: High school graduates or persons who have passed the high school equivalency examination.

Health: Good mental and physical health is essential. Physical and dental examinations and immunization against smallpox, typhoid, tetanus, and poliomyelitis are required.

General: Applicants must be citizens of the United States or signify their intention of becoming citizens.

Contact the Director of Admissions for specific admission requirements.

This course is twelve (12) months in length and is divided into four quarters, with one class being admitted each September. Students wishing to take practical nursing in a Practical Nurse Education Program must meet the age level and other requirements of an accredited school. The North Carolina Board of Nurs-

ing prescribes, in accordance with the North Carolina laws related to nursing, the course of study and the standards which accredited school programs will maintain.

| | | Hours Per Week | | Clin. Pract. | Cr. Hrs. Equiv. |
|-----------------------|------------------------------|----------------|-----|--------------|-----------------|
| | | Class | Lab | | |
| First Quarter | | | | | |
| PNE 1001 | Scientific Study I | | | | 21 |
| | Health | 4 | | | |
| | Nutrition | 4 | | | |
| | Anatomy & Physiology | 6 | | | |
| | Pharmacology I | 3 | | | |
| | Nursing Fundamentals | 4 | | | |
| PNE 1011 | Laboratory Study I | | 4 | | 2 |
| PED 101 | Physical Education | 1 | 2 | | 1 |
| | | | | | 24 |
| Second Quarter | | | | | |
| PNE 1002 | Scientific Study II | | | | 12 |
| | Medical-Surgical Nursing I | 4 | | | |
| | Maternity Nursing | 4 | | | |
| | Pharmacology II | 4 | | | |
| PNE 1022 | Laboratory Study II | | 2 | | 1 |
| PNE 1222 | Clinical Practice I | | | 22 | 7 |
| | | | | | 20 |
| Third Quarter | | | | | |
| PNE 1003 | Scientific Study III | | | | 12 |
| | Medical-Surgical Nursing II | 4 | | | |
| | Growth & Development | 2 | | | |
| | Pediatrics | 2 | | | |
| | Communicable Diseases | 2 | | | |
| | Geriatrics | 2 | | | |
| PNE 1333 | Clinical Practice II | | | 25 | 8 |
| | | | | | 20 |
| Fourth Quarter | | | | | |
| PNE 1004 | Scientific Study IV | | | | 12 |
| | Medical-Surgical Nursing III | 4 | | | |
| | Vocational Adjustment II | 2 | | | |
| | First Aid & Disaster | 2 | | | |
| | Mental Health Nursing | 4 | | | |
| PNE 1444 | Clinical Practice III | | | 24 | 8 |
| | | | | | 20 |

WELDING (V-050)

The Welding Program is designed to give students a sound understanding of the principles, methods, techniques, and skills essential for successful employment in the welding field and metals industry. Welders join metals by applying intense heat, and sometimes pressure, to form a permanent bond between intersecting sections.

Welding offers employment in practically any industry: ship-

building, automotive, aircraft, guided missiles, heavy equipment, railroads, construction, pipe fitting, production shop, job shop, and many others.

| | | Hours Per Week | | | |
|----------------|--|----------------|-----|---------------|--------|
| | | Class | Lab | Shop Cr. Hrs. | |
| | | | | Pract. | Equiv. |
| First Quarter | | | | | |
| WLD 1400 | Beginning Welding | 3 | 8 | 8 | 10 |
| MAT 1000 | Fundamentals of Mathematics | 5 | 0 | 0 | 5 |
| DFT 1000 | Blueprint Reading I | 4 | 0 | 0 | 4 |
| ENG 1020 | Reading Improvement | 2 | 0 | 0 | 2 |
| | | | | | 21 |
| Second Quarter | | | | | |
| WLD 1442 | Intermediate Welding | 3 | 8 | 8 | 10 |
| MAT 1010 | Vocational Math | 3 | 0 | 0 | 3 |
| DFT 1417 | Blueprint Reading: Welding | 3 | 0 | 0 | 3 |
| ENG 1030 | Communications Skills | 2 | 0 | 0 | 2 |
| PHY 1040 | Applied Physics I | 1 | 2 | 0 | 2 |
| | | | | | 20 |
| Third Quarter | | | | | |
| WLD 1423 | Inert Gas Welding | 2 | 5 | 4 | 6 |
| WLD 1422 | Commercial & Industrial Practices | 2 | 5 | 4 | 6 |
| MAT 1020 | Geometry & Trigonometry | 3 | 0 | 0 | 3 |
| DFT 1418 | Pattern Development and Sketching | 0 | 3 | 0 | 2 |
| PSY 1060 | Industrial, Community & Personal Relations | 2 | 0 | 0 | 2 |
| | | | | | 19 |
| Fourth Quarter | | | | | |
| WLD 1424 | Pipe Welding | 2 | 5 | 4 | 6 |
| WLD 1412 | Mechanical Testing & Inspection | 1 | 3 | 0 | 3 |
| WLD 1425 | Certification Practices | 2 | 4 | 4 | 5 |
| MEC 1201 | Machine Shop Processes | 0 | 3 | 0 | 2 |
| BUS 1103 | Small Business Operations | 2 | 0 | 0 | 2 |
| | | | | | 18 |

COOPERATIVE EDUCATION

Cooperative Education, an optional program for technical and vocational students, is designed to allow students to apply classroom knowledge in a practical work situation. College of The Albemarle and cooperating employers work together to better prepare students for meaningful vocations. Students are placed on cooperative job assignments that relate to their programs of study at the college. The actual on-the-job working experience provides students the opportunity to determine their interest in, and suitability for, the occupations for which they are studying.

Many students are unfamiliar with the variety of occupations available in business and industry. By exposing students to various positions within the world of work, employers can help students select careers on a realistic basis. Although the educational experience is the prime objective of the program, most students find that the income earned on field placement covers an important portion of college expenses. Students are paid at least the statutory minimum wage while they are on cooperative job assignments.

The major objectives of the Cooperative Education Program are:

- To develop an academically prepared and work-oriented student.

- To help the student realize skills needed for the occupation he/she plans to enter.

- To create a smooth transition for the student from the classroom to the world of work.

- To develop an interest in area businesses and industries in the Occupational Education Program.

For further information contact the Director of Cooperative Education at College of The Albemarle.

EVENING PROGRAM

College of The Albemarle offers an Evening Program of courses leading toward associate degrees. The courses have the same or equally well-trained instructors, have the same content, and carry the same college credit as courses taught during the regular day session. Credit for evening courses transfers to other institutions on the same basis as credit for other regular College of The Albemarle courses.

Courses are scheduled Monday through Thursday evenings. Courses that require three hours of lecture and/or laboratory per week meet once a week from 7:00 P.M. to 10:00 P.M. Courses that require more than three hours per week meet twice a week. Each hour of lecture or laboratory actually involves fifty (50) minutes of clock time.

The admission requirements and cost for all evening courses are the same as for courses offered during the day.

A schedule of time and place for these courses or any additional information may be received by contacting

Director of Evening Programs

College of The Albemarle

Elizabeth City, North Carolina 27909

Continuing education (non-credit) classes are also offered during evening hours. For further information, refer to the section in this catalog titled Continuing Education Program.

CONTINUING EDUCATION

One of the major functions of a comprehensive community college is that of providing educational programs for adults in its service area. The Continuing Education Department at College of The Albemarle places a strong emphasis on the value of life-long education in our rapidly changing society, and it provides many types of continuing education activities for citizens of the Albemarle area.

Courses are offered for those individuals whose education stopped short of high school graduation and for those who need to retrain and update themselves in a vocational or professional area. Instruction is also available for those who desire to grow in basic knowledge, to improve in home and community life, and to develop or improve leisure time activities.

Admission

Any adult eighteen (18) years of age or older and not enrolled in public school may be admitted to a continuing education class. In extenuating circumstances, and upon the approval of the appropriate public school superintendent, a public school drop-out between 16-18 years of age may enroll in certain courses.

Class Schedules

A course schedule is published and made available to the public prior to the beginning of each quarter. Classes are organized on the basis of need, interest, and the availability of suitable facilities and qualified instructors. Courses are also announced through the local news media.

Class Registration

Persons enroll in a particular course by attending and registering during the first regular class meeting. Anyone enrolling in a course after it has been organized must do so at the first class meeting attended.

Class Locations

Many continuing education courses and services are provided on the campus at Elizabeth City. Other classes are conducted in surrounding communities or within a particular business or

industry in the Albemarle area. Almost any course can and will be organized when a sufficient number of citizens indicate an interest in having a class brought to a particular location.

Course Descriptions

Course descriptions for continuing education courses are not listed in this publication. Only examples of the types of courses that have been offered are listed. Specific course descriptions are furnished upon request and in the Continuing Education Catalog. Courses in addition to those listed in this publication may be offered to meet expressed needs of the community when evidence of such needs is presented to the college.

Fees

A registration fee of two dollars (\$2.00) is charged for enrollment in each academic, technical, and vocational course. Volunteer firemen and law enforcement personnel are not charged a registration fee for enrolling in training courses. This exemption applies only to volunteer firemen taking fire training courses and law enforcement personnel taking law enforcement courses. Prison inmates are not charged for any continuing education courses. Students who enroll in Adult Basic Education courses or who receive instruction in the Individualized Instruction Center are also exempted from the registration fee.

Recreational courses are subject to a tuition charge which will enable these courses to be self-supporting. This tuition charge varies depending on the course involved, but is generally substantially more than the standard two dollar fee.

Students are expected to provide the supplies, materials, tools, and books which they will need in continuing education courses. Instructional services and instructional materials are supplied by the college.

Accident insurance is available to all students. This insurance is required for students that participate in laboratory activities using equipment and machinery which might cause physical injury.

Certificates

College credit is not given for completion of continuing education courses; however, certificates are awarded for completion of some of the courses. Licenses, diplomas, or other forms of recogni-

tion are awarded by certain agencies outside the college upon successful completion of special designated courses.

Continuing Education Units

Since September 1, 1974, College of The Albemarle has maintained a cumulative record of all courses taken by continuing education students. Continuing Education Units (CEU's) are awarded on the basis of one CEU per ten contact (class) hours. For example, if a student was enrolled in a 36 hour course and attended at least 75 per cent of the time, 3.6 CEU's can be awarded upon completion of the course.

Students who need transcripts or additional information about CEU credit should contact the Continuing Education Department (335-0821).

Veterans Information

The Individualized Instruction Centers are approved by the Veterans Administration and benefits are now available to veterans who have not completed high school. Veterans may attend College of The Albemarle's Individualized Instruction Center and/or regularly scheduled adult high school classes and receive benefits while they earn their diploma. The benefits received while earning their high school diploma do not count against total eligibility benefits.

In addition, veterans' wives and children of disabled and deceased veterans who wish to complete their high school education are eligible to receive financial assistance.

Interested persons should call the Continuing Education Department (335-0821) for further information.

Library Privileges

Students in all programs sponsored by the college have the privilege of using all services of the library without additional charge. Library cards will be issued at the desk of the library at the request of adult students.

Programs

The seven major areas of continuing education at College of The Albemarle are:

I. Adult Basic Education

The objective of this program is to provide elementary level instruction to those individuals who for any reason do not enjoy the benefits of at least an eighth grade education. Instruction covers the basic fundamentals of mathematics, science, social studies, reading, and oral and written communication.

There are no fees or charges of any kind. All materials have been especially prepared for adults with emphasis on individual needs and interests.

Level I—The basic fundamentals of reading, writing, and arithmetic are stressed. The course is designed to being adults who have completed less than four grades of formal education to a functional level whereby individual study is possible.

Level II—This course is for adults who stopped school in grades 5-8 or who have completed Level I. It is a continuation of the first level with more individual study and a greater scope of subject matter, including science and social studies. With the completion of Level II, the adult should be equipped to enter one of the High School Completion programs.

II. High School Completion

This program, consisting of the Adult High School Diploma Program and the Adult High School Equivalency, provides two ways to complete requirements for a high school diploma or certificate:

(1) Adult High School Diploma Program

This is a cooperative arrangement between College of The Albemarle and the Boards of Education in the Albemarle area, with the college serving as the service agency.

For admission to the High School Diploma Program, a person must be at least 18 years of age and have the written recommendation of the appropriate school superintendent. Individual public school drop-outs between the ages of 16 and 18 may be admitted as students with "special needs."

Any student who enters the Adult High School Diploma Program must have the consent of the coop-

erating school system and a list of the specific courses which he needs to complete. Upon completion of the required courses in the Individualized Instruction Center, the student is awarded an Adult High School Diploma by the cooperating county Board of Education.

Additional information concerning the opportunity to earn an Adult High School Diploma may be obtained by contacting the Continuing Education Department or the local school superintendent in any one of the seven counties served by the college.

(2) **Adult High School Equivalency**

This program consists of organized classes which usually meet two nights per week, two and one-half hours per night, or the adult student may complete requirements in the Individualized Instruction Centers which are open from 8 a.m. to 10 p.m. daily except Friday, 8 a.m. to 4 p.m.

GED Level 9-10—For those adults who stopped school in grades 9-10 or who have completed Level II in Adult Basic Education.

GED Level 11-12—For those adults who stopped school in grades 11-12 or who have completed Level 9-10 of GED.

These programs offer courses which are directed toward helping an individual pass the General Educational Development (GED) Tests that are given in the Individualized Instruction Center at College of The Albemarle. Upon successful completion of these tests, the North Carolina State Board of Education will issue to the individual the High School Equivalency certificate.

The number of hours needed to complete the Adult High School Equivalency Program depends on the student's reading level and his previous formal and informal educational experiences.

III. Vocational Training and Upgrading

These courses are designed to provide training for a specific vocation or skill essential to the earning of a livelihood. They will teach people new skills and improve present skills in order to make them more efficient on their

present job or to improve their chances for success on a new job.

Examples of courses in this instructional category are listed below. The Continuing Education Catalog includes a complete listing of all courses and course descriptions.

| | |
|------------------------------------|------------------------|
| Accounting | Office Machines |
| Advertising | Outboard Motor Repair |
| Air Conditioning and Refrigeration | Real Estate |
| Bookkeeping | Secretarial Procedures |
| Brickmasonry | Shorthand |
| Furniture Refinishing | Small Engine Repair |
| Human Relations | Stenoscopic |
| Income Tax Procedures | Typing |
| Landscaping | Welding |

IV. Special Extension

The following programs are offered by College of The Albemarle to increase individual competence in specialized occupational areas:

A. Fire Service Training

Confronting the fireman are situations nonexistent a few years ago and his responsibilities demand a continuous program of training and education. Fire Service Training is taken directly to the individual fireman. Training sessions are held in the local fire departments, allowing the men to be trained as an organized group utilizing equipment they would ordinarily use in controlling fires. Fire Service classes include:

| | |
|------------------------------------|--------------------------------|
| Ambulance Attendant | Introduction to Firefighting |
| Arson Detection | Ladder Practices |
| Civil Disorder | Officer's Training |
| Fire Apparatus Practices | Portable Fire Extinguishers |
| Fire Brigade Training for Industry | Protective Breathing Equipment |
| Firefighting Procedures | Rescue Practices |
| Fire Stream Practices | Rope Practices |
| Forcible Entry | Salvage and Overhaul Practices |
| Home Fire Safety | School Bus Evacuation |
| Hose Practices | Ventilation |

B. Hospitality Training Program

This program trains personnel in the area of food services, lodging, recreation, and travel information. The primary objectives include providing employers with well-trained personnel to operate their businesses, developing within individuals skills that will qualify them for better employment opportunities, and providing

better hospitality services to the citizens of North Carolina and visitors to the state. Hospitality training is arranged and scheduled in accordance with the needs of industry.

Commercial Food Service Courses

1. Basic Quantity Cooking
2. Food and Beverage Controls
3. Food and Beverage Management & Service
4. Food and Beverage Purchasing
5. Food Service Selling
6. Food Service Supervision for Hospital Personnel

School Food Service Courses

1. Organization and Personnel Management
2. Overview of School Food Services
3. Nutrition and Menu Planning
4. Procurement
5. Quantity Food Preparation
6. Use and Care of Equipment

Hotel-Motel Management

1. Communication
2. Front Office Procedures
3. Hotel-Motel Accounting
4. Hotel-Motel Law
5. How to Organize Your Work
6. Human Relations
7. Introduction to Hotel Management
8. Maid Training
9. Maintenance and Engineering
10. Hotel-Motel Management
11. Supervisory Development
12. Supervisory Housekeeping

Travel Service

1. Customer Relations
2. Personality Development
3. Service Station Selling
4. Travel Information

Hospital Training

1. Custodial Training
2. Hospital Housekeeping
3. Hospital Human Relations
4. Modified Diets

C. Law Enforcement Training

These courses are especially designed as inservice and preservice education for those engaged in law enforcement activities and are provided at the request of these agencies. The program is designed to keep law enforce-

ment officers abreast of legal and technological advancements and at the same time to aid them in becoming more professional. Workshops and courses are offered in many areas such as the following:

- Abnormal Persons
- Alcoholic Beverage Control Law
- Arrest
- Auxiliary Law Enforcement Officers Training
- Armed Robbery
- Arson Investigation
- Bomb Disposal
- Bomb Threats
- Chemical Tests for Alcohol Operators School
- Chemical Tests for Alcohol Operators Retraining School
- Chemical Tests for Alcohol Operators Recertification School
- Chemical Tests for Alcohol Technical Supervisors School
- Civil Law
- Communications
- Community Relations
- Computerized Speed Detection
- Constitutional Law
- Coping with the Drinking Driver
- Court Structures and Procedures
- Courtroom Demeanor and Testimony
- Criminal Investigation
- Criminal Law
- Defensive Tactics
- Description of Persons
- Drugs
- Ethics of Law Enforcement
- Evidence
- Fingerprinting
- Firearms
- First Aid
- Forgery and Questioned Documents
- Gambling
- History of Law Enforcement
- Homicide Investigation
- Interview and Interrogations
- Introduction to Police Science
- Instructor's Training
- Jail and Detention Services
- Jail Security Techniques
- Juveniles
- Motor Vehicle Laws
- Patrol Operations
- Photography
- Police Organization and Administration
- Polygraph
- Public Speaking
- Records Systems
- Report Writing and Notetaking
- Riot Control and Civil Disturbances
- Safe Burglary Investigation

Search and Seizure
Sex Crimes
Shoplifting
Specialized Training
Supervision for Law Enforcement
Surveillance
Traffic
Vice Investigation

D. New or Expanding Industry Training

College of The Albemarle cooperates with new or expanding industries to train work forces. The actual training is carried on in the industry where trainees receive instructions, and depending upon the program objectives, may receive both classroom and on-the-job training. All training programs are established to meet the specific needs of a particular industry.

E. Emergency Medical Training

Organized classes are held for ambulance attendants in the college's service area. The North Carolina Office of Emergency Medical Services works with College of The Albemarle in developing classes for rescue squad units. For further information, contact the Continuing Education Department.

F. Management Development Training

In an effort to meet the needs of persons in business and industry, an elaborate program in Management Development Training is administered by College of The Albemarle. The program is designed to upgrade the competency of supervisory and mid-management personnel in area business and industry. It is also designed to train persons interested in becoming supervisors. Management Development Training is an investment in the future. It may pay rich dividends to those individuals and organizations that take advantage of it.

These programs are further designed to improve and enhance one's skill and competency in his job, as well as his relationship with others. Programs can be tailored to meet existing needs and can be held on the campus or within an individual plant or organization. Qualified instructors are provided without charge to the employer.

The following courses are available:

Alcoholism in Business and Industry
Art of Motivating People
Conference Leadership Training
Creative Thinking
Economics in Business and Industry
Effective Communications
Effective Speaking
Effective Writing
Employee Evaluating and Interviewing
Industrial First Aid
Industrial Safety and Accident Prevention
Instructor Training
Job Analysis Training
Job Instruction Training
Job Methods
Job Relations Training
Labor Laws for Supervisors
Management Primer
Motion and Time Study (for Supervisors)
Pre-Supervisory Training
Principles of Business and Industrial Management
Principles of Supervision
Science of Human Relations
Speed Reading
Supervision in Hospitals
Transportation and Traffic Management
Work Measurement

Specialized courses related to safety are available regarding management responsibilities as provided by the Occupational Safety and Health Act, as well as courses designed to increase employee safety awareness.

V. Special Projects

Projects, programs, and events that are conducted by the college through special grants and funds are frequently administered by the Continuing Education Department.

VI. General Interest Courses

These courses provide for personal or cultural enrichment, self-improvement, and the development or improvement of leisure time activities. This field includes a wide range of courses and the following is only a listing of general categories:

| | |
|-----------------|------------------|
| Bible | Metric System |
| Cake Decorating | Mixed Media |
| Ceramics | Personal Finance |
| Crocheting | Modern Dance |
| Decoupage | Pottery |
| Gardening | Public Speaking |
| Insurance | Religion |

Knitting
Landscaping
Local History

Sewing
Wood Carving

VII. Community Services

College of The Albemarle sponsors and promotes a number of community services which contribute to the cultural, economic, and civic improvement of the Albemarle area. Such services may arise from almost every program area. Groups or agencies are invited to contact the Continuing Education Department to arrange such activities.



COURSE DESCRIPTIONS

COURSE NUMBERING

Courses at College of The Albemarle are numbered in accordance with the system used by the North Carolina Community College System.

1. All developmental courses are indicated by a three-letter prefix and a two digit number. These courses are not transferable.

Example: MAT 92 and ENG 91.

2. All freshman transfer courses are indicated by a three-letter prefix and are numbered 100-199.

Example: MAT 121.

3. All sophomore transfer courses are indicated by a three-letter prefix and are numbered 200-299.

Example: MAT 201.

4. All freshman technical courses are indicated by a "T" and a three-letter prefix and are numbered 100-199.

Example: T-MAT 105.

5. All sophomore technical courses are indicated by a "T" and a three-letter prefix and are numbered 200-299.

Example: T-DFT 214.

6. All vocational courses are indicated by a three-letter prefix and a four digit number.

Example: AUT 1130.

On the same line following the prefix and number, appears the course title, the quarter(s) the course is normally offered, the number of quarter credit hours, with the number of lecture and lab hours per week being shown in parentheses (F-Fall Quarter; W-Winter Quarter; S-Spring Quarter; SS-Summer Session; Var.-Variable). Vocational courses give the equivalent of quarter hours credit and in parentheses the number of class hours, lab hours, and shop practice or clinical hours per week.

The class and laboratory hours shown in the catalog are minimal. It is a policy of this institution to permit students to enroll in additional class and laboratory work beyond those shown in the catalog in order to broaden their educational experience.

AGRICULTURE

- T-AGR 101 Farm Records and Taxes (Var.) 4(3-2)**
An introductory course in accounting principles as related to farming. Includes basic terminology and techniques used in recording transactions. Actual farm situations are used to show practical application. A study of taxes as related to farm income, forms, deductions, depreciation, and tax schedules applicable to farmers.
- T-AGR 102 Farm Tractors I (Var.) 4(2-3)**
A study of farm tractors including gasoline and diesel engines. Emphasis will be placed on internal combustion engines and electrical systems.
- T-AGR 103 Agricultural Economics (Var.) 5(5-0)**
An introduction to economics and the functions of the economic system and agriculture's role in the economy. Includes a review of managerial functions and decision making in a changing economy.
- T-AGR 104 Soil Science and Fertilizers (Var.) 4(3-2)**
A course dealing with basic principles of efficient classification, evaluation, and management of soils; care, cultivation, and fertilization of the soil and conservation of soil fertility.
- T-AGR 105 Agricultural Marketing (Var.) 5(5-0)**
An analysis of the functions of marketing in the economy and a survey of the problems marketing faces. A review of the market structure and the relationship of local, terminal, wholesale, retail and foreign markets. Problems in the operations of marketing firms including buying and selling, processing, standardization and grading, risk taking and storage, financing, efficiency, and cooperation. Discussion of procedures of marketing such commodities as grain and livestock.
- T-AGR 106 Agricultural Chemicals and Weed Identification (Var.) 4(3-2)**
A study of farm chemical pesticides, their ingredients, formulation, and application. Safe usage is emphasized. Weed identification and control is given special emphasis.
- T-AGR 107 Farm and Home Construction (Var.) 4(2-3)**
This course deals with the fundamentals of farm carpentry, fences, concrete and masonry. The study also includes farm water needs and waste disposal. Attention is given to planning farm water and plumbing systems and their proper care and maintenance.
- T-AGR 108 Farm Management (Var.) 5(5-0)**
A review of the functions of the manager of a business firm and the problems of farm operators. Development of the concepts of costs and budgets as an aid in choosing what to

produce. An analysis of the factors of production to find the least cost production procedure.

- T-AGR 109 Farm Tractors II (Var.) 4(2-3)**
A continued study of gasoline and diesel farm tractors. Emphasis will be on power trains, brake systems, and hydraulic systems.
- T-AGR 110 Conservation of Natural Resources (Var.) 5(5-0)**
An introduction to soil conservation, covering what is included in soil and water conservation, the public interest in soil and water conservation, who is involved in soil and water conservation, the available resources to carry out soil and water conservation measures, and the relationship of specialized knowledge in agronomy, biology, economics, engineering, soils, forestry, and recreation.
- T-AGR 111 Horticulture (Var.) 4(3-2)**
A study of the principles of selection and care of ornamental plants and garden crops. Field trips and demonstrations will be used in the development of proper horticultural skills and practices.
- T-AGR 112 Livestock Production (Var.) 4(3-2)**
A study of livestock production, including selection, breeding, feeding, care and management, and diseases.
- T-AGR 201 Pasture and Forage Crops (Var.) 4(3-2)**
A study of the major grasses and legumes of economic importance in North Carolina. Attention will be given to management, soil types, fertilization, harvesting, and nutrient value.
- T-AGR 202 Insect Identification and Control (Var.) 4(3-2)**
A study of the major insect pests in eastern North Carolina. Although the major emphasis will be on insects of agricultural importance, those effecting ornamental plants will also be studied. Chemical and biological control will be included.
- T-AGR 203 Livestock Housing and Equipment (Var.) 4(3-2)**
A study of the housing and equipment utilized in efficient livestock production and marketing. Farm livestock structures. Automatic feeding and watering systems. Specialized equipment for care of livestock and maintenance of quality of livestock products.
- T-AGR 204 Advanced Farm Management (Var.) 5(5-0)**
A continuation of T-AGR 105. Data will be analyzed to select the level of production that yields the highest net return. The relationship between farm size, efficiency, and farm income will be emphasized.
- T-AGR 205 Farm Machinery Repair (Var.) 4(2-3)**
A study of the maintenance and repair of basic farm machinery and equipment. Emphasis is placed upon preventive maintenance through appropriate use and care.

- T-AGR 206** **Farm Electrification** (Var.) 4(2-3)
A study of basic principles of wiring farm buildings and the application of electricity to agricultural production. Includes a study of wire sizes, switches, protective and safety devices, and maintenance of electrical motors and appliances.
- T-AGR 207** **Feed Grain Crops** (Var.) 4(3-2)
This course stresses the value of scientific methods in the production of corn, oats, wheat, barley, and sorghum. Varieties, soils, fertilization, cultivation, harvesting, and utilization are included.
- T-AGR 208** **Farm Forest Management** (Var.) 4(3-2)
A course dealing with the fundamentals of forestry and farm forestry problems, including planting, thinning, harvesting and marketing.
- T-AGR 209** **Agricultural Programs and Agencies** (Var.) 5(5-0)
A review of the public agricultural programs and agencies that provide services, including financial aid for agricultural producers. The objectives, organization, functions, and services of these organizations.
- T-AGR 210** **Surveying** (Var.) 4(2-3)
A course in the uses of transits and tapes in laying-out farm buildings; grading trenches for proper drain tile; installation of open ditches for flow of water; the use of transits to lay-out terraces.
- T-AGR 211** **Agricultural Finance and Law** (Var.) 5(5-0)
Analysis of the capital structure of modern commercial agriculture with emphasis on the sources of credit. A review of lending institutions, repayment, schedules, and credit instruments. Also includes certain fundamentals of law, including contracts, agency and negotiable instruments, partnerships, corporations, suretyship, and real property.
- T-AGR 212** **Techniques of Welding** (Var.) 4(2-3)
Principles of oxyacetylene and electrical welding, cutting and brazing. Principles, procedures, safety precautions and experience in using oxyacetylene and arc equipment. Projects are assigned to develop skill in the use of equipment. Includes the study of metals, rods, gases, and special electric welding machinery.

ART

- ART 100, 101, 102** **History and Appreciation of Art** (F,W,S) 3(3-0)
History of art from primitive times to the present, covering painting, sculpture, and architecture. The course requires some parallel reading and is taught with reference to the life of the people during the time the art-work was created. Slides are used to supplement the textbook.
- ART 103** **Color and Design** (F,S) 3(2-4)
A course dealing with color theory and design principles, with emphasis on design fundamentals.

studied will be shock absorbers, springs, steering system, steering linkage, front end, and types and servicing of brakes.

Minimum clock hours—100.

- AUT 1124** **Auto Transmissions and Drive Trains** (S) 10(3-9-8)
Principles and functions of automotive power train systems; clutches, standard transmissions, automatic transmissions, torque converters, drive shaft assemblies, rear axles, and differentials. Identification of troubles, servicing, and repair.
Minimum clock hours—200.
- AUT 1125** **Automotive Servicing** (SS) 5(3-3-4)
Coordinated methods of using knowledge acquired in previous automotive courses to correctly troubleshoot and repair any part of the automobile. This course incorporates diagnostic testing.
Minimum clock hours—90.
- AUT 1140** **Automotive Air Conditioning** (SS) 4(2-4-0)
General introduction to the principles of refrigeration; study of the assembly of the components and connections necessary in the mechanisms, the methods of operation, and control; proper handling of refrigerants in charging the system.
Minimum clock hours—60.

BIOLOGY

- BIO 90** **Basic Biology** 4*(3-3)
An introductory non-credit course for those students wishing to strengthen their backgrounds in biological science. Topics include the metric system of measurement, elementary chemistry, cell structure and function, biological classification, elementary genetics and evolution, and emphasis on anatomy and physiology of humans.
- BIO 101** **General Biology I** (F,W,S,SS) 4(3-3)
An introduction to basic biological principles—the nature of science, elementary chemistry, cell structure and function, energy transformation, and an introduction to the anatomy and physiology of plant and animal systems.
- BIO 102** **General Biology II** (W,S,SS) 4(3-3)
Continuing study of the anatomy and physiology of plant and animal systems, animal behavior, cellular reproduction, molecular and Mendelian genetics, plant and animal development, and an introduction to ecology.
Prerequisite: BIO 101 or permission of the instructor.
- BIO 103** **General Biology III** (F,W,S,SS) 4(3-3)
A phylogenetic survey of living organisms. The major phyla are studied with emphasis on evolutionary relationships.
Prerequisite: BIO 102 or permission of the instructor.

* Denotes preparatory credit (nontransferable).

- BIO 120** **Selected Topics in Biology** (Var.) 3(3-0)
A course designed for students interested in current issues in biology. Topics to be covered will include energy problems, human population trends, pollution and social biology. Field trips will be used when appropriate.
- BIO 205-206** **Anatomy and Physiology I and II** (F,W,SS) 4(3-3)
An integrated anatomical and physiological study of the human body. Designed to give the student an understanding of basic human anatomy and physiology.
Prerequisite: BIO 103 or permission of the instructor.
- BIO 207** **Microbiology** (S) 4(3-3)
A study of microorganisms with an emphasis on morphology and physiological processes, and their relationship to man and his environment. Laboratory exercises will introduce the student to the detection, identification and destruction of pathogenic microorganisms.
Prerequisites: BIO 103 or BIO 205, 206.
- BIO 210** **Principles of Ecology** (S) 5(3-4)
A study of basic ecological principles. Content includes productivity, nutrient cycles, pollution, environmental factors, species interaction, physiological ecology, population dynamics, community ecology, world biomes, paleoecology, and ecology and man. A week-end field trip is required.
Prerequisites: BIO 103 or permission of instructor.

BUSINESS

- BUS 99** **Business Skills Lab** (F,W,S,SS) 0(Var.)
This lab is designed to aid students who need practice or additional instruction in typing, office machines, and transcription.
- T-BUS 100** **Stenoscript** (Var.) 3(3-1)
An easy-to-learn phonetic shorthand written with the "abc's" rather than symbols. Accepted by the Civil Service and industry. Speed of 80 words a minute can be achieved in one quarter. This course will generally not transfer to a four-year institution.
- BUS 101** **Elementary Typewriting** (F,W,S,SS) 4(3-2)
Mastery of the keyboard and development of basic techniques leading to speed and accuracy.
- BUS 102** **Intermediate Typewriting** (F,W,S,SS) 3(2-3)
Accuracy and speed are developed through correct type-writing techniques. Practical applications, business letters, manuscripts, tabulations, centering.
Prerequisites: BUS 101 or demonstration of proficiency.
- BUS 103** **Advanced Typewriting** (F,W,S,SS) 3(2-3)
Further development of production speed and accuracy. Application of skills: special communications, statistical

tabulations, minutes, reports, legal documents, and business forms.

Prerequisite: BUS 102.

- BUS 106** **Introduction to Business** (F,S,SS) 5(5-0)
A comprehensive introductory analysis of the modern business field, including organization, methods of operation, forms of ownership, business functions, and problems of management.
- BUS 107** **Business Mathematics** (F,W,S,SS) 5(5-0)
The application of standard principles of mathematics to business situations. Includes markup, trade and cash discounts, interest, depreciation, installment credit, negotiable instruments, payrolls, insurance, commissions, graphs, and statistics.
- BUS 108** **Personal Finance** (W,S) 5(5-0)
Covers personal and family finance, budgeting, borrowing, charge accounts, installment buying, insurance, home buying, income taxes, the stock market, and other investment media.
- T-BUS 109** **Inter-Personal Relations** (F,W,S) 3(3-1)
The course is designed to help the individual become more aware of himself, his potential, and how to react in many situations. Emphasis is placed on personality; speech; grooming; and physical, mental, and social improvement pertaining to business and daily relations with others.
- BUS 110** **Filing** (F) 3(3-0)
Fundamentals of indexing and filing, combining theory and practices by the use of miniature letters, filing boxes, and guides. Students will also become familiar with modern filing equipment.
- BUS 111** **Elementary Shorthand** (W) 5(5-0)
Emphasis is placed on the mastery of word-building principles of the Gregg system, with intensive drill on brief forms and correct writing and reading techniques.
- BUS 112** **Intermediate Shorthand** (S) 4(3-2)
Designed to perfect the knowledge of theory, to widen vocabulary range, to develop phrasing skill, and to achieve a speed of from 60 to 80 words a minute on new material.
Prerequisite: BUS 111 or demonstration of proficiency.
- BUS 113** **Advanced Shorthand** (F) 4(2-3)
Dictation at increasingly higher speeds, with a goal of from 80 to 100 words a minute on new material. Includes transcription practice.
Prerequisite: BUS 112.
- T-BUS 115** **Business Law I** (F,W) 3(3-0)
A general course designed to acquaint the technical student with certain fundamentals and principles of business law, including contracts, negotiable instruments, and agencies.

- T-BUS 116** **Business Law II** (W,S) 3(3-0)
Includes the study of laws pertaining to bailments, sales, riskbearing, partnership-corporation, mortgages, and property rights.
- T-BUS 123** **Business Finance** (W) 3(3-0)
Financing of business units—individuals, partnerships, corporations, and trusts. A detailed study is made of short-term, long-term, and consumer financing.
- T-BUS 161** **Principles of Salesmanship I** (F) 3(3-0)
Introduces beginning salesmen to the background of salesmanship, the philosophy he must understand, and the psychology he must employ to become an above average salesman. Students are exposed to practical selling situations.
- T-BUS 162** **Principles of Salesmanship II** (W) 3(3-0)
Beginning salesmen are introduced to the special steps involved in selling. Thorough understanding of every aspect involved in the process of completing a successful sales interview is the objective of this course. When possible, students will engage in campus selling activities.
Prerequisite: T-BUS 161 or approval of the instructor.
- T-BUS 163** **Sales Development** (S) 3(2-2)
Student salesmen improve their sales abilities through practical application of sales philosophy and psychology. Closed circuit television will be introduced to aid in evaluating techniques employed in simulated sales interviews. Continued involvement in campus selling activities will be required as available.
Prerequisite: T-BUS 162 or approval of the instructor.
- BUS 203-204-205** **Principles of Accounting I, II, III** (F,W,S) 4(3-3)
Basic accounting principles and concepts are applied to single proprietorships, partnerships, and corporations. Introduces the student to the basic concepts of cost accounting and the interpretation of financial statements.
Prerequisite: None (BUS 107 encouraged).
- BUS 209** **Business Communications** (W) 3(3-0)
Provides the opportunity to understand the communication process that evolves from the knowledge of the psychology of human behavior. This course offers a practical study of personal and group communication in both writing and speaking.
Prerequisite: ENG 101.
- T-BUS 210** **Office Machines** (F,W,S,SS) 2(1-2)
Designed to introduce students to the use and operation of a variety of office machines, including the transcribing machine, adding machine, rotary and electronic calculators, key-punch, and fluid duplicator.
Prerequisite: Typing speed of 30 words per minute.
- BUS 211** **Marketing** (F) 5(5-0)
A study of the principles, functions, and methods of market-

ing products from producer to consumer. Consumer behavior, marketing consumer goods, and the ways middleman activities affect the manufacturer's sales strategy.

- T-BUS 212** **Accounting** (S) 4(3-2)
Principles, techniques, and tools of accounting for understanding of the mechanics of accounting. Collecting, summarizing, analyzing, and reporting information about service and mercantile enterprises, to include practical application of the principles learned.
Prerequisite: None (BUS 107 encouraged).
- BUS 213** **Typewriting for Speed** (S) 3(3-1)
Emphasis is placed on accuracy and speed developed through correct typing techniques.
Prerequisite: BUS 103.
- BUS 214** **Office Procedures** (S) 4(3-2)
Introduces the student to a wide range of office activities and provides the means to attain skill and confidence in performing secretarial-managerial operations.
- BUS 215** **Medical Terminology and Vocabulary I** (F) 3(3-0)
Terminology and vocabulary appropriate to the course of study as it is used in business, technical, and professional offices.
- BUS 216** **Medical Terminology and Vocabulary II** (W) 3(3-0)
Continuation of BUS 215.
Prerequisite: BUS 215
- T-BUS 221** **Transcription I** (F) 4(3-2)
Designed to develop rapid and accurate transcripts from office-type dictation. Includes intensive practice in machine transcription.
Prerequisite: Typing speed of at least 40 words per minute.
- T-BUS 222** **Transcription II** (W) 4(3-2)
Continuation of T-BUS 221 with an emphasis on shorthand transcription.
- T-BUS 223** **Transcription III** (S) 4(3-2)
Continuation of T-BUS 221 and T-BUS 222 with an emphasis on shorthand transcription.
- T-BUS 229** **Taxes** (S) 4(3-2)
Designed to give students an understanding of federal and state income taxes. A study of income tax withholding, forms to use, special tax situations, and the basic individual income tax returns.
- T-BUS 230** **Federal Income Taxes for Individuals** (W) 1(1-1)
Introduces the student to the federal tax law and to recommended procedures for preparing individual income tax returns. Students who complete this course should be more proficient in preparing federal income tax returns.

- T-BUS 235 Business Management (W) 3(3-0)**
Principles of business management, including an overview of the major functions of management, such as planning, staffing, controlling, directing, and financing. Clarification of the decision-making function versus the operating function. Role of management in business—qualifications and requirements.
- T-BUS 243 Advertising (W) 4(3-2)**
The role of advertising in a free economy and its place in mass communication media. A study of product and market research; advertising appeals; selection of media; and the means of testing advertising's effectiveness. Theory and practice of writing advertising copy for various media.
- T-BUS 245 Retailing (F) 3(3-0)**
Study of the role of retailing in the economy, including the development of the present retail structure, the functions performed, the principles governing effective operation, and the managerial problems resulting from current economic and social trends.
- T-BUS 247 Business Insurance (S) 3(3-0)**
A presentation of the basic principles of risk insurance and their application. A survey of the various types of insurance is included.
- T-BUS 249 Buying and Merchandising (S) 3(2-2)**
During this course students analyze the organization for buying, including what and how much to buy. Topics included are the psychology of dealing with people, vendor relations, planning merchandise assortment, inventory and stock control, and pricing.
- T-BUS 261 Salesmanship in Action I (F) 3(2-2)**
The interdisciplinary nature of the entire marketing and retailing (sales) program is shown through a demanding application of the principles studied in all the various courses.
Prerequisite: T-BUS 163 or approval of instructor.
- T-BUS 262 Salesmanship in Action II (W) 3(2-2)**
Students demonstrate salesmanship abilities while working with student managers of Sales Management in Action class.
Prerequisite: T-BUS 264 or approval of instructor.
- T-BUS 263 Salesmanship in Action III (S) 3(2-2)**
Continued concentrated interaction with the Sales Management in Action class leading to professionalism in salesmanship.
Prerequisite: T-BUS 265 or approval of instructor.
- T-BUS 264 Sales Management Theory (F) 4(4-0)**
A definitive clinical view of sales management's position: its goals, methods, and tools.
Prerequisite: T-BUS 162 or approval of instructor.

- T-BUS 265** **Sales Management in Action I** (W) 3(2-2)
A practical application of the principles studied in the prerequisite, Sales Management Theory, in which students will be placed in actual sales management problem situations. The use of closed circuit television will provide the opportunity for instant analysis of simulated sales situations. Prerequisite: T-BUS 261, T-BUS 264 or approval of instructor.
- T-BUS 266** **Sales Management in Action II** (S) 3(2-2)
Continued practical exposure to actual sales management problems with increased emphasis on the lab evaluation of televised decision making. Prerequisite: T-BUS 262 or approval of instructor.
- T-BUS 271** **Office Management** (S) 3(3-0)
Presents the fundamental principles of office management. Emphasis on the role of office management, including its functions, office automation, planning, controlling, organizing, and actuating office problems.
- T-BUS 272** **Principles of Supervision** (S) 3(3-0)
Introduces the basic responsibilities and duties of the supervisor and his relationship to superiors, subordinates, and associates. Emphasis on securing an effective work force and the role of the supervisor. Methods of supervision are stressed.
- BUS 1103** **Small Business Operations** (SS) 2(2-0-0)
An introduction to business, covering basic business problems, equipment and office layout, business forms and records, purchasing and inventory, and basic business law.

CHEMISTRY

- CHM 101** **General Chemistry I** (F) 4(3-3)
An introductory course dealing with the basic principles and theories governing the relationships between the different states of matter, atomic theory, chemical bonding, and the periodic law. Laboratory includes an introduction to qualitative analysis.
- CHM 102** **General Chemistry II** (W) 4(3-3)
A continuation of Chemistry 101. Gas laws, introduction to thermodynamics, changes of state, and chemical equilibrium. Prerequisite: CHM 101.
- CHM 103** **General Chemistry III** (S) 4(3-3)
Chemical kinetics, a study of properties of chemical elements and their compounds, and an introduction to nuclear and organic chemistry. Prerequisite: CHM 102.

COOPERATIVE EDUCATION

Technical

Technical students will be allowed two credit hours per quarter in Cooperative Education to count as elective credit for a maximum of five quarters (10 quarter hours).

| | | | | |
|-------|-----------------------------|--|------------|--------|
| T-BUS | 150, 151 152, 153 154 | Business Cooperative Education I, II, III, IV, V | (F,W,S,SS) | 2(0-8) |
| T-DES | 150, 151 152, 153 154 | Drafting and Design Cooperative Education I, II, III, IV, V | (F,W,S,SS) | 2(0-8) |
| T-ELN | 150, 151 152, 153 154 | Electronics Cooperative Education I, II, III, IV, V | (F,W,S,SS) | 2(0-8) |

Vocational

Vocational students may substitute eight Cooperative Education hours for eight shop practice hours in their programs.

| | | | | |
|-----|--|---|------------|-------|
| MEC | 1290, 1291 1292, 1293, 1294, 1295, 1296 | Machinist Cooperative Education I-VII | (F,W,S,SS) | (0-8) |
| AUT | 1155, 1156, 1157 | Automotive Mechanics Cooperative | (F,W,S,SS) | (0-8) |
| WLD | 1455, 1456, 1457 | Welding Cooperative Education I, II, III | (F,W,S,SS) | (0-8) |

Cooperative Education students will be assigned to an employment situation with one of the cooperating businesses. This will serve as an extension of the students' laboratory experiences. It will provide an opportunity to broaden the students' understanding of their field of study as they obtain actual on-the-job experience.

COSMETOLOGY

| | | | |
|---|--------------------|------------|----------|
| COS 1001 | Scientific Study I | (F,W,S,SS) | 8(5-5-0) |
| This is a course for beginners in cosmetology. It includes a study of professional ethics, grooming and personality development, sterilization, sanitation, first aid and bacteriology, cosmetology law, anatomy, chemistry, nails, nail disorders, manicuring, hair, scalp, skin, and disorders pertaining to the hair, scalp, and skin. | | | |

- COS 1002** **Scientific Study II** (F,W,S,SS) 5(5-0-0)
A classroom study of skin, scalp, hair, nails, and their disorders; salesmanship; permanent waving; marcelling; relaxing; hairdressing; wigs; and hair coloring.
- COS 1003** **Scientific Study III** (F,W,S,SS) 5(5-0-0)
A classroom study of anatomy, manicuring, chemistry, cosmetics-facials, hair styling, theory of massage, scalp treatments, superfluous hair removal, grooming and hygiene.
- COS 1004** **Scientific Study IV** (F,W,S,SS) 5(5-0-0)
A classroom study of chemistry, sanitation, sterilization, hair coloring and lash and brow tinting, artistry in hair styling, beauty salon salesmanship management, electricity, cold waving and hair shaping.
- COS 1011** **Mannequin Practice** (F,W,S,SS) 13(5-15-0)
A study of finger waving, pin curling, rollers, marcelling, hair relaxing, shampooing and rinses, scalp treatment, hair cutting, permanent waving, hairdressing and combing, hair tinting, bleaching, frosting, streaking, wig care, and styling.
- COS 1022** **Clinical Application I** (F,W,S,SS) 9(0-5-20)
A study of live model performance. This course is designed to develop skills and understanding of techniques and applications in the areas of bacteriology, pin curling, finger waving, rollers, permanent waving, marcelling, chemical relaxing, hairdressing and wigs, manicuring and pedicuring, skin and scalp disorders, hair coloring, and hair cutting.
- COS 1033** **Clinical Application II** (F,W,S,SS) 9(0-5-20)
This course gives continued laboratory practice and application of techniques in hair shaping, professional ethics, manicuring, chemistry, cosmetics-facials, hair styling, hair coloring (rinses, etc.) and scalp treatments.
- COS 1044** **Clinical Application III** (F,W,S,SS) 9(0-5-20)
A continued study of laboratory practices in chemistry, sanitation, sterilization, hair coloring and lash and brow tinting, artistry in hair styling, cold waving, and hair shaping.

DESIGN

- T-DES 101** **Tools, Materials and Processes I** (F) 3(3-0)
Introduction to design principles which affect the draftsman-designer; characteristics of materials and their application to specified design requirements; and problem solving methods as applied to the design process.
- T-DES 102** **Tools, Materials and Processes II** (W) 3(2-3)
Hands-on experience in solving design problems through laboratory experiences. Application of methods and procedures used to produce a product.

- T-DES 103** **Strength of Materials** (S) 3(3-0)
A study of the characteristics of various materials used by industry and structural members subjected to different types of loads.

DRAFTING

- DFT 99** **Drafting Skills Lab** (F,W,S,SS) 0(Var.)
This lab is designed to aid students who need additional practice and instruction in developing drafting skills.
- DFT 101-102-103** **Engineering Drawing I, II, III** (F,W,S) 4(3-3)
A sequence of courses in basic engineering graphic techniques and principles, including but not limited to use and care of instruments, lettering, applied geometry, orthographic projection, dimensioning, pictorial drawing, sections and conventions, and graphical analysis. Beginning students who have had two or more years of mechanical drawing in high school and who are proficient in basic engineering graphics may be allowed to substitute an elective for DFT 101.
- T-DFT 104** **Electronic Drafting** (W) 2(1-3)
The application and principles in the use of symbols and conventions in the making of schematics, block diagrams, and other graphic methods of representing electronic engineering problems.
Prerequisite: DFT 101.
- DFT 105** **History of Architecture** (S) 2(2-0)
A study of the development of architectural forms from early civilization to present time.
- T-DFT 201-202-203** **Advanced Engineering Graphics I, II, III** (F,W,S) 4(3-3)
An advanced technical study of engineering graphics to include, but not limited to: gears and cams; various industrial fasteners; fluid-power drawings; tool and die drawings; patent drawings and study of American Standards Association (ASA) drafting practices.
Prerequisite: DFT 103.
- T-DFT 204** **Technical Illustration** (SS) 4(3-3)
A study of the techniques and procedures used by the technical illustrator. Pictorial methods used include isometric, oblique, dimetric, trimetric, and perspective drawing. Skills in the use of these methods will be developed through selected problems.
- DFT 205** **Descriptive Geometry** (W) 4(3-3)
Graphic analysis of space problems involving points, lines, and planes either separately or in combined forms. Pattern development of geometric forms with emphasis toward construction and industrial application.
Prerequisite: DFT 102.

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| T-DFT 206 | Design Drafting (S) 4(3-3) Introduction to basic motion transfer as related to power trains, including pulleys, chain drives, ratchet pawls, gears and cams, levers, and design problem solving. Prerequisite: DFT 103. |
| DFT 207-208 | Architectural Drawing I, II (SS) 4(3-3) Basic architecture relating to the construction of dwellings and commercial buildings, including basic design requirements for foundations, floors, walls, roof construction, windows, doors, and appointments. Prerequisites: DFT 103, DFT 105. |
| DFT 209 | Individually Supervised Study, Drafting 3(Var.) Research and study in a specialized area of engineering graphics as related to the students' vocational interests. Prerequisite: Instructor's consent. |
| T-DFT 210 | Printed Circuit Board Layout & Design (SS) 4(3-3) An electronic drafting course focusing on the development of printed circuit boards from schematic drawings. Skills in transferring circuit design and etching will be gained through selected laboratory problems. |
| T-DFT 214-215 | Jigs and Fixtures, I, II (Seq. S,F) 4(3-3) Principles and practice of jig and fixture design, and problem and design analysis as related to jigs and fixtures construction. Prerequisite: DFT 102. |
| DFT 1000 | Blueprint Reading I (F) 4(4-0-0) Basic principles of blueprint reading, lines, views, dimensioning procedures, and notes. |
| DFT 1010-1020 | Blueprint Reading II, III (Seq. W,S,) 3(3-0-0) A continuation of DFT 1000, with an emphasis on machine shop blueprint reading, section views, auxiliary views, and development. |
| DFT 1030 | Blueprint Reading IV (SS) 2(2-0-0) A continuation of DFT 1000, 1010, and 1020 to include basic principles of machine drawing. |
| DFT 1417 | Blueprint Reading: Welding (W) 3(3-0-0) A thorough study of trade drawings in which welding procedures are indicated. Interpretation, use and application of welding symbols, abbreviations, and specifications. |
| DFT 1418 | Pattern Development Sketching (S) 1(0-3-0) Continued study of welding symbols; methods used in layout of sheet steel. Sketching of projects, jigs, and holding devices involved in welding. Special emphasis is placed on developing pipe and angle layouts by the use of patterns and templates. |

DRAMA

- DRA 117** **Technical Theatre I** (F) 3(2-2)
Stage architecture, scene construction, and rigging. Techniques of the past and present are emphasized.
- DRA 118** **Technical Theatre II** (W) 3(2-2)
Stage makeup and costuming; lighting and sound effects; and the construction of properties. Styles of the past and present are emphasized.
- DRA 119** **Technical Theatre III** (S) 3(2-2)
Scene design, emphasizing color and form as applied to scenery of the past as well as to the various types and styles of dramatic literature.
- DRA 121** **History of The Theatre I** (F) 3(3-0)
The history of the great period of theatre from the Greek Classical through the Medieval, emphasizing types and styles of drama, dramatic literature, acting, and directing.
- DRA 122** **History of The Theatre II** (W) 3(3-0)
The history of the great periods of theatre from the Elizabethan through the French Neoclassical, emphasizing types and styles of drama, dramatic literature, acting, and directing.
- DRA 123** **History of The Theatre III** (S) 3(3-0)
The history of the great periods of theatre from the Restoration Period to the Contemporary, emphasizing types and styles of drama, dramatic literature, acting, and directing.
- DRA 131** **Beginning Acting** (Var.) 3(3-0)
Practice in developing the ability to control the voice and body as instruments of expression: improvisations, pantomime, vocal exercises, acting styles, stage business, rehearsal techniques, characterization, phrasing, tempo and climax, action and reaction. Selected scenes will be presented and analyzed during the term.

ECONOMICS

- ECO 201-202-203** **Principles of Economics I, II, III** (F,W,S) 3(3-0)
Fundamental principles underlying basic economic concepts and the problems of modern economic society. First quarter surveys the nature of our private enterprise system. The second quarter reviews the role of government, evaluates our credit structure, and introduces national income accounting and analysis. The third quarter is devoted to studying the forces which determine the composition and pricing of national output, the distribution of income, and the allocation of resources.

ELECTRONIC DATA PROCESSING

- EDP 101** **Computer Fundamentals** (F,W,S,SS) 3(3-0)
Basic course in computers covering the history of computers. Comparison of digital and analog computers and their uses, binary numbers, fundamentals of logical algebra and logic equations, and the terminology of computers.
- EDP 102** **Programming for Computer-Based Information Systems** (W,SS) 4(3-2)
Study of concepts of computer-based systems design, the concepts and tools of programming, and a specific computer language.
Prerequisite: EDP 101.
- EDP 103** **Programming for Computer-Based Information Systems** (SS) 4(3-2)
A continuation of EDP 102. A study of the concepts and tools of programming with emphasis on data sets and file systems.
Prerequisite: EDP 102.

EDUCATION

- EDU 201** **Introduction to Education** (Var.) 3(3-0)
This course is designed for students beginning professional training in teacher education. To acquaint the prospective teacher with the four major aspects of education; the teaching profession, the school system, the teacher, and the pupil.

ELECTRONICS

- T-ELN 101** **D.C. Circuits** (F) 6(5-3)
Development of basic circuit theories, electron theory, basic circuits, cells and batteries, resistance, resistance networks, Ohm's law, Kirchhoff's laws, Watt's law, Thevenin's theorem, Norton's theorem, superposition principles, magnetism, and electromagnetism.
- T-ELN 102** **A.C. Circuits** (W) 6(5-3)
Fundamental electrical laws are extended to include A.C. circuits, impedance, phase relationship, resonance, transformers, time constants, principles and the use of measuring instruments.
Prerequisite: T-ELN 101.
- T-ELN 103** **Semiconductors and Vacuum Tubes** (S) 6(5-3)
Theory of semiconductors, vacuum tubes, and gaseous tubes, and the development of their characteristics; mutual conductance, load lines, A.C. theory, resonance, network theorems, decibels, and test equipment.
Prerequisite: T-ELN 102.
- T-ELN 104** **Electronic Servicing I** (Var.) 4(3-3)
Radio receiver servicing with emphasis on qualitative

analysis. Laboratory work is correlated with the lecture material.

Prerequisite: T-ELN 103.

- T-ELN 105 Electronic Servicing II (Var.) 4(3-3)**
Television receiver servicing with emphasis on qualitative analysis. Laboratory work is correlated with the lecture material.
Prerequisite: T-ELN 104.
- T-ELN 201 Advanced Semiconductors and Vacuum Tubes (F) 4(3-3)**
Rectification and filtering methods, transistor and vacuum tube amplifiers, integrated circuits, hybrid parameters, amplifiers, coupling methods, special and push-pull amplifiers, test equipment.
Prerequisite: T-ELN 103.
- T-ELN 202 Basic Communication Electronics (F) 4(3-3)**
Basic transmitters, commercial transmitters, amplitude modulation systems, frequency modulation systems, phase modulation, amateur transmitters, frequency measurement, modulation measurement.
Prerequisite: T-ELN 103.
- T-ELN 203 Basic Computer Electronics (W) 4(3-3)**
An introduction to digital and analog computer circuits.
Prerequisite: T-ELN 103.
- T-ELN 204 Advanced Communication Electronics (W) 4(3-3)**
Communication receivers, amplitude and frequency modulation, circuit characteristics and design, antenna design, FCC regulations.
Prerequisite: ELN 202.
- T-ELN 206 Advanced Computer Electronics (S) 4(3-3)**
Application of computers to problems, computer circuits, memory circuits, and read out devices.
Prerequisite: T-ELN 203.
- T-ELN 207 Individually Supervised Study, Electronics (Var.) 3(Var.)**
Designed to foster independent study, research, and investigation in electronics. The student will make a preliminary presentation of a problem, conduct an investigation, and make a final report including a statement of the problem and methods of investigation, along with conclusions and suggestions for further study.
Prerequisite: Instructor's consent.
- T-ELN 215-216 Industrial Electronics (W,F) 4(3-3)**
Study of industrial electronic devices including industrial rectifiers, photo-tube circuits, time delay circuits, resistance sensitive circuits, weld timers, ignition and thyrotron circuits, speed controls, selsyns, amplidyne, and transducers.
Prerequisites: T-ELN 103 and 215.

ENGLISH

- ENG 90, 91, 92** **Language Arts I, II, III** (F,W,S,SS) 3*(3-0)
Preparatory courses designed to correct deficiencies in fundamentals of English construction and usage. The course is designed to raise the achievement of the weak student up to college entrance level by helping him develop his abilities in grammar, composition, and oral communication, in order that he may be able to successfully undertake and complete regular college courses. Later emphasis in this sequence of courses is in developing adequate reading skills. Basic study skills and vocabulary development are emphasized. The course sequence is wide enough in scope that each student works on his own level until he has mastered basic skills in which he is deficient. Placement within this sequence of courses is based upon individual performance in diagnostic testing. An important facet of the Language Arts Program is the developmental laboratory. Any student who needs self-improvement in English and reading may work in the developmental laboratory under the supervision of a Language Arts teacher in such areas as improved reading speed, comprehension, grammar, writing, and study skills.
- ENG 101** **English Composition I** (F,W,S,SS) 3(3-0)
Study of expository writing with an analysis of various methods of development; study of the essay and the short story; frequent theme assignments; individual conferences.
- ENG 102** **English Composition II** (F,W,S,SS) 3(3-0)
Continued study of composition, emphasizing techniques of analysis and synthesis in writing, with drama providing substance; and techniques of research writing.
Prerequisite: ENG 101*.
- ENG 103** **English Composition III** (F,W,S,SS) 3(3-0)
Continued study of composition based upon critical reading of poetry and novels.
Prerequisite: ENG 102*.
- ENG 111** **Fundamentals of Communication** (W,S) 3(3-0)
An intensive study of communication fundamentals as emphasized in three areas: the theory and application of grammar; etymology and vocabulary power; and reading improvement.
- ENG 115** **Man and the Media** (W,S) 3(3-0)
Designed to increase the student's ability to think analytically about the various media and their impact on man. Discussion of selected television programs and movies, and the relationship between verbal and visual media.

* Denotes preparatory credit (nontransferable).

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| ENG 121, 122, 123 221, 222, 223 | Writing for College Publications (F,W,S,SS) 1(Var.) Study of and practice in writing for college publications. Designed to encourage and instruct those students interested in the college's paper, literary magazine, and yearbook. A student can earn no more than three (3) quarter hours credit per year in this sequence of courses. Prerequisite: Permission of the instructor. |
| ENG 201 | English Literature I (F,W,S,SS) 3(3-0) A survey of English literature from Beowulf to Milton. Prerequisite: ENG 103 [*] . |
| ENG 202 | English Literature II (F,W,S,SS) 3(3-0) A survey of English literature from Milton to the Victorians. Prerequisite: ENG 103 [*] . |
| ENG 203 | English Literature III (F,W,S,SS) 3(3-0) A survey of English literature from the Victorians to the present. Prerequisite: ENG 103 [*] . |
| ENG 205 | American Literature I (F) 3(3-0) A survey of American literature from its beginnings to Hawthorne. Prerequisite: ENG 103 [*] . |
| ENG 206 | American Literature II (W) 3(3-0) A survey of American literature from Hawthorne to the twentieth century. Prerequisite: ENG 103 [*] . |
| ENG 207 | American Literature III (S) 3(3-0) A survey of American literature of the twentieth century. Prerequisite: ENG 103 [*] . |
| ENG 1020 | Reading Improvement (F) 2(2-0-0) A concentrated effort to improve the student's ability to comprehend what he reads by training him to read more rapidly and accurately. |
| ENG 1030 | Communication Skills (W) 2(2-0-0) Development of the ability to communicate effectively through the medium of good language usage in speaking and writing. Organizing and presenting thoughts effectively in connection with problems. |

* Stated prerequisites may be waived with permission of the instructor and the department chairman.

FRENCH

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| FRE 101-102- 103 | Elementary French I, II, III (F,W,S) 3(3-1) An introduction to the essentials of French grammar, pro- |
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nunciation, composition, conversation, and civilization. Students who have acquired two high school units in French may not take French 101-102-103 except by permission of the instructor.

- FRE 151-152-153** **Intermediate French I, II, III** (F,W,S) 3(3-1)
 An introduction to grammar with attention to correct pronunciation, aural drills, composition, and special emphasis on the development of reading skills.
 Prerequisites: Two years of high school French of FRE 101-102-103.
- FRE 200** **Selected Readings in French** (Var.) 3(3-0)
 A course for those particularly interested in learning to read French. Selections of short stories and drama will be used to provide ample vocabulary, idioms, etc.
 Prerequisite: Permission of the instructor.

GEOGRAPHY

- GEO 101** **Principles of Geography I** (F,W,SS) 3(3-0)
 First quarter of a two-quarter sequential course designed to introduce the student to the study of geography, emphasizing physical geography and its influence on man.
- GEO 102** **Principles of Geography II** (W,S,SS) 3(3-0)
 Second quarter of a two-quarter sequential course to introduce the student to the study of geography, emphasizing the influence of geography on man in the major climatic regions of the earth.
 Prerequisite: GEO 101.

HEALTH

- HEA 121** **Hygiene** (F,W,S,SS) 3(3-0)
 This course is designed to give the student a stimulating and realistic approach to personal and community life health, and to develop in the student a sound and critical attitude where his own personal health is concerned.
- HEA 122** **Hygiene** (F,W,S,SS) 3(3-0)
 A continuation of HEA 121—the human body and its function as related to problems of health and disease. Also included is an emphasis on preparing students in knowledge and skills needed in preventing accidents as well as rendering first aid to the victims of accidents.
- HEA 223** **First Aid and Safety Education** (F,W,S,SS) 3(3-0)
 Standard and accepted practices of first aid and safety education. Official certification to students who qualify.

HISTORY

- HIS 101** **Ancient History** (F,W,S,SS) 3(3-0)
A survey of pre-history, the Ancient Near East, China, Greece, Rome, the Byzantine and Arab Empires to the time of Charlemagne.
- HIS 102** **Medieval History** (F,W,S,SS) 3(3-0)
A survey of the High Middle Ages, the Medieval Church, the Crusades, the growth of towns and trade, the Renaissance, the Age of Discovery, and the emergence of Royal Absolutism during the 17th and 18th Centuries. Non-Western cultures, such as China, Japan and Pre-Columbian America, are also presented.
- HIS 103** **Modern History** (F,W,S,SS) 3(3-0)
A survey of European imperial expansion, the dynastic struggles of the 18th century, the Industrial Revolution, the American and French Revolutions, the two World Wars, and the Cold War period.
- HIS 201** **U.S. History I** (F,SS) 3(3-0)
A survey of European Colonial expansion in the Western Hemisphere, the establishment of the English Colonies, the struggle for American independence, the Federal Period, and the War of 1812.
- HIS 202** **U.S. History II** (W,SS) 3(3-0)
A survey of the Ante Bellum period, the Civil War, Reconstruction, the rise of big business, the Labor Movement, the Populist-Progressive movements and imperial expansion to 1917.
- HIS 203** **U.S. History III** (S,SS) 3(3-0)
A survey of 20th Century U.S. history from the Progressive Movement through the Cold War.
- HIS 204** **An Introduction to Latin America** (F,W,S,SS) 3(3-0)
A survey of the geography, culture, economy, politics, and history of Latin America. Emphasis is placed on the geographical and cultural forces that have contributed to the Latin America of the modern period, together with the modern movements in Latin America that strive to solve Latin American problems.
- HIS 250-251** **Europe—1815-Present I, II** (W,S) 3(3-0)
These courses trace the economic, political, and social development of various western and eastern European states from the end of the Napoleonic era to present situations. The focus of attention is directed toward restoration and reaction, which includes the concepts and development of 19th and 20th century isms.
Prerequisites: HIS 101, 102, 103; HIS 250 prerequisite for HIS 251.

JOURNALISM

JOU 201

News writing

(Var.) 3(3-0)

Designed to introduce the student to journalistic writing, terms, and methods. Includes an analysis of news stories, experience in writing lead paragraphs, and in organizing news and news-feature stories. The student newspaper will be used for practical experience.

Prerequisite: ENG 101 or permission of the instructor.

LIBRARY

LIB 100

Library Usage

(F,W,S,SS) 1(1-0)

A general course covering the use of standard library reference tools such as the card catalog, indexes, directories, handbooks, periodicals, etc. Frequent short research projects are required and one long project is completed during the course.

MATHEMATICS

MAT 90

Arithmetic

(F.SS) 3*(3-0)

Sets and set language, the concept of numbers, natural numbers, rational numbers, decimal fractions, ratios, proportions and percentages, arithmetic of measurements, irrational numbers, real numbers, generalization or arithmetic processes, and word problems.

MAT 91

Basic Mathematics I

(F.W.S.SS) 3*(3-0)

Symbols and sets, integers, rational numbers, irrational numbers, equalities, inequalities, absolute value, Cartesian coordinate system, laws of exponents, polynomials.

MAT 92

Basic Mathematics II

(F.W.S.SS) 3*(3-0)

Operations with rational algebraic expressions, polynomials, factoring, polynomial equations, real numbers, functions, systems of equations and inequalities, and quadratic functions.

MAT 99

Math Skills Laboratory

(F,W,S,SS) 0(Var.)

This lab is designed to aid students who need practice or additional instruction in math.

T-MAT 104

Technical Math I

(F) 5(5-0)

Introduction to algebra and trigonometry for students in the Drafting and Design and the Electronics programs. Includes basic algebra, functions and graphs, linear and quadratic equations, and the trigonometric functions.

* Denotes preparatory credit (nontransferable).

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| T-MAT 105 | Technical Math II (W) 5(5-0) This course is designed primarily for students enrolled in Electronics and in Drafting and Design. The emphasis of this course is on problem solving at a post-secondary level. The student is to be presented problems which are meaningful within the context of conventional engineering at a realistic level of sophistication in view of the student's preparation. Included will be an introduction to algebra, linear equations, functions and graphs, exponents and radicals, quadratic equations, ratio and proportion, the binomial theorem, and logarithms. This course is not designed to transfer to a four-year liberal arts college. Prerequisite: Technical Math I or satisfactory score on placement test. |
| T-MAT 106 | Technical Math III (S) 4(4-0) A continuation of Technical Math I. Emphasis is on trigonometry. Includes a study of right and oblique triangles, vectors, trigonometric formulas and identities, graphs, and complex numbers. Prerequisite: Technical Math II. |
| MAT 111 | Fundamental Concepts of Mathematics I (F,W,SS) 3(3-0) Logic, set theory, systems of numeration, and properties of the system of whole numbers. |
| MAT 112 | Fundamental Concepts of Mathematics II (W,S,SS) 3(3-0) Properties of the systems of integers and rational numbers, and number theory. Prerequisite: MAT 111. |
| MAT 113 | Fundamental Concepts of Mathematics III (S,SS) 3(3-0) Real and complex numbers, elementary probability and statistics, elementary plane geometry, lengths, areas, and volumes of geometric figures. Prerequisite: MAT 112. |
| MAT 121 | College Algebra I (F,W,S,SS) 3(3-0) Review of basic algebra, the coordinate plane, functions and their graphs, quadratic functions, and polynomial functions. Prerequisite: Two courses of elementary algebra or MAT 91-92. |
| MAT 122 | College Algebra II (W,S,SS) 3(3-0) Sequences, rational functions, exponential and logarithmic functions, linear systems, matrices, sets, binomial theorem, and probability. Prerequisite: MAT 121 or permission of the instructor. |
| MAT 123 | Trigonometry (F,S,SS) 3(3-0) Definitions of the trigonometric functions, solutions of right triangles, law of sines and cosines, oblique triangles, identities, conditional equations, inverse functions, polar coordinates, complex numbers, vectors. Prerequisite: MAT 121-122 or permission of the instructor. |

- MAT 201-202-203-204** **Calculus and Analytic Geometry** (F,W,S,SS) 5(5-0)
I, II, III, and IV
 A study of coordinate systems, loci, limits, differentiation, integrations, applications, series, partial differentiation, and multiple integration.
 Prerequisite: MAT 123 or permission of the instructor.
- MAT 1000** **Fundamentals of Mathematics** (F) 5(5-0-0)
 Theory of numbers and the analysis of basic operations: addition, subtraction, multiplication, and division of whole numbers. Common fractions, decimal fractions, powers and roots, percentages, and rules and formulas.
- MAT 1010** **Vocational Mathematics** (W) 3(3-0-0)
 Ratio and proportion, measurement of surfaces and volumes, gear ratios, pulleys, angular velocity, mechanics, and electricity. Also includes basic algebra.
- MAT 1020** **Geometry and Trigonometry** (S) 3(3-0-0)
 Applied math for machinist trade application. Geometry and trigonometry stressed as applied to the trade.
- MAT 1030** **Machinist Mathematics** (SS) 3(3-0-0)
 Practical application of algebra and trigonometry in the solution of problems related to the machinist trade. Lead screw and indexing problems, and compound angles.

MACHINIST

- MEC 1200** **Machine Shop Theory and Practice I** (F) 10(3-8-8)
 An introduction to the machinist trade and the potential it holds for the craftsman. Deals primarily with the identification, care, and use of basic hand tools and precision measuring instruments. Elementary layout procedures and processes of the lathe, drill press, and milling machines will be introduced both in theory and practice.
 Minimum clock hours—195.
- MEC 1201** **Machine Shop Processes** (SS) 2(0-3-0)
 To acquaint the student with the procedures of layout work and the correct use of hand and machine tools. Experiences in the basic fundamentals of drill press and lathe operation; hand grinding of drill bits and lathe tools, and set-up work applied to the trade.
- MEC 1210** **Machine Shop Theory and Practice II** (W) 8(2-6-8)
 Advanced operations in layout tools and procedures, power sawing, drill press, surface grinder, milling machine, and shaper. The student will work on projects encompassing all the operations, tools, and procedures thus far used and those to be stressed throughout the course.
 Minimum clock hours—170.
- MEC 1215** **Lathe Operation** (Var.) 7(3-6-4)
 Operating principles and functions of the lathe, lathe tool

sharpening and setups, care and maintenance of the lathe.
Minimum clock hours—130.

- MEC 1220** **Machine Shop Theory and Practice III** (S) 7(2-4-8)
Advanced work on the lathe, grinders, milling machine, and shaper. Introduction to basic indexing and terminology with additional processes on calculating, cutting, and measuring of gears. The student will use precision tools and measuring instruments such as vernier height gage, protractor, and comparator.
Minimum clock hours—140.
- MEC 1225** **Drill Press Operation** (Var.) 7(3-6-4)
Operating principles and functions of the drill press, both standard and radial. Drill sharpening and setups on drill press. Care and maintenance of drill press.
Minimum clock hour —130.
- MEC 1230** **Machine Shop Theory and Practice IV** (SS) 10(3-8-8)
Development of class projects in planning, blueprint reading, machine operations, final assembly, and inspection. Processes on the tool and cutter grinder and cylindrical grinder will be practiced. Special procedures and operations, processes and equipment, observing safety procedures faithfully, and establishing good work habits and attitudes acceptable to the industry.
Minimum clock hour —195.
- MEC 1235** **Shaper Operation** (Var.) 8(3-8-4)
Operating principles and functions of the shaper. Shaper tool sharpening and shaper setups and the care and maintenance of shaper.
Minimum clock hours—150.
- MEC 1245** **Mill Operation** (Var.) 8(3-8-4)
Operating principles and functions of milling machines, mill setups, care of milling cutters, and the care and maintenance of milling machines.
Minimum clock hours—150.
- MEC 1250** **Structure of Metals I** (S) 3(3-0-0)
Elementary and practical approach to ferrous metals. A study of their structure, marking, classification, and uses. The theory of iron and steel and their alloys. The shaping, forming, heat treatments, and surface treatments for steel.
- MEC 1255** **Structure of Metals II** (SS) 3(3-0-0)
Elementary and practical approach to non-ferrous metals. A study of their structure, marking, classification, and uses. The shaping, forming, heat treatments, and surface treatments for non-ferrous metals.
- MEC 1260** **Precision Machining I** (F) 9(2-8-8)
The designing and building of machine shop projects that require a great deal of skill by the student. The student will be required to use all the equipment in the shop to build

these projects; close tolerances will be held on all parts that make up the projects.

Minimum clock hours—185.

MEC 1265 Precision Machining II (W) 9(2-8-8)
A continuation of Precision Machining I.
Minimum clock hours—185.

MEC 1270 Machine Repair (S) 9(2-8-8)
This course is designed to familiarize the student with the installation, maintenance, and repair of machine shop equipment. He will also manufacture some of the parts needed to repair the equipment.
Minimum clock hours—185.

MEC 1275 Jig and Fixture Building (SS) 6(2-6-4)
This course is designed to familiarize the student with the designing and building of jigs and fixtures used in production manufacturing by machine shops.
Minimum clock hours—123.

MEC 1280 Die Making (SS) 6(2-6-4)
Elementary and practical approach to building of simple dies. Special attention is given to the methods of developing the different types of dies. Instruction is given in types of materials used and the machining of component parts of dies.
Minimum clock hours—123.

MUSIC

MUS 91-92-93 Organ (Var.) 3*(1-8)
A preparatory course for organists of insufficient background for college credit organ courses, or for those who do not wish to study organ for credit. Qualified students upon the completion of each quarter can, by examination, enter MUS 114.

MUS 94-95-96 Voice (Var.) 1*(1-6) or *(1-9)
A preparatory course for vocalists of insufficient background for the college credit voice courses, or for those who do not wish to study voice for credit. Qualified students upon the completion of each quarter can, by examination, enter MUS 108.

MUS 97-98-99 Piano (Var.) 2*(1-9)
A preparatory course for pianists of insufficient background for the college credit piano courses. Qualified students upon the completion of each quarter can, by examination, enter MUS 111.

* Denotes preparatory credit (non-transferable).

- MUS 100-101 Music Fundamentals I, II (F,W) 2(2-1)**
A course designed to fulfill requirements in basic music for those who plan to major in elementary education and as a preparatory course for students of insufficient musicianship background to enter the first year theory course. Open to all students.
- MUS 102-103-104 Music Theory I, II, III (F,W,S) 3(3-1)**
The writing of melodies, intervals, chords, and four-part harmony. Beginning keyboard harmony. All students who plan to work towards a music degree must take this course and MUS 105-106-107 their first year as they are prerequisites for third year courses in a senior college. The student should have enough knowledge of piano to be able to play the harmony example he will write during the year. Open to all other qualified students as an elective.
- MUS 105-106-107 Sight-singing and Dictation I, II, III (F,W,S) 2(2-1)**
The study of melodic and rhythmic elements of music using the counting syllables and the moveable "do." Rhythmic and melodic dictation involving scale, major, and minor chord line intervals. Registration in the latter portions of the sequence will require completion of the earlier courses in this sequence. Open to all students.
- MUS 108-109-110 Voice I, II, III (Var.) 1(1-6), 2(1-9) or 3(1-12)**
Emphasis upon correct posture, breathing, intonation, vowel formation, and diction; attacking, sustaining, and releasing the tone; legato singing and phrasing; messa di voce, mezzovoce, scales, arpeggios, simple embellishments, and recitative. Repertoire; folk and folk-like songs in English; simpler early Italian arias; simple songs and arias from the Baroque and Classic periods. Six hours practice weekly for one hour credit each quarter, nine hours practice weekly for two hours credit each quarter, twelve hours practice weekly for three hours credit each quarter. All voice students are required to sing in the college chorus. Open by audition to all qualified students.
- MUS 111-112-113 Piano I, II, III (Var.) 1(1-6), 2(1-9) or 3 (1-12)**
All major and minor scales; major, minor, dominant seventh, and diminished seventh arpeggios. Selected technical studies. Bach Two and Three-Part Inventions. Sonatinas and easier sonatas of Haydn, Mozart, and Beethoven. Easier literature of the Romantic School. Six hours practice weekly for one hour credit each quarter, nine hours practice weekly for two hours credit each quarter, twelve hours practice weekly for three hours credit each quarter. All piano students are required to sing in the college chorus. Open to all students who demonstrate by audition a sufficient background to complete the required literature.
- MUS 114-115-116 Organ I, II, III (Var.) 2(1-9) or 3 (1-12)**
A foundation of organ technique is laid through study of manual and pedal exercises as given in the methods books of Clarence Dickinson or Harold Gleason. At least four of

Bach's "Eight Little Preludes and Fugues" should be completed, together with some chorale preludes from Dupre and from Bach's "Orgelbuchlein." Selected compositions by other composers. Nine hours practice weekly for two hours credit each quarter, twelve hours practice for three hours credit each quarter. All organ students are required to sing in the college chorus. Open to all students who have completed MUS 113, or can demonstrate by audition a similar proficiency in piano playing.

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|---------------------|--|----------------------------------|
| MUS 117-118 119 | Chorus I, II, III | (F,W,S) 3(3-1) |
| | Study activity course designed to give the student a deeper understanding, appreciation, and enjoyment of choral music and its practice. Open to all students by permission of the instructor. | |
| MUS 202-203- 204 | Music Theory IV, V, VI | (F,W,S) 3(3-1) |
| | Continuation of first year theory. Study of altered chords, modulation, and non-harmonic tones. Musical analysis. Further study of keyboard harmony. All students who plan to work toward a music degree must take this course and MUS 205-206-207 their second year because these courses are prerequisite for third year courses in a senior college. Prerequisite: MUS 104. | |
| MUS 205-206- 207 | Sight-singing and Dictation IV, V, VI | (F,W,S) 2(2-1) |
| | Continuation of the study of melodic and rhythmic elements in music along with harmonic dictation using altered chords, modulations, and non-harmonic tones. Required of students registering for MUS 202-203-204. Prerequisite: MUS 107. | |
| MUS 208-109- 210 | Voice IV, V, VI | (Var.) 1(1-6), 2(1-9) or 3(1-12) |
| | Emphasis upon portamento; execution of wider intervals, extended scales and arpeggios, and more difficult embellishments; exercises to develop agility, and songs and arias from the Baroque and Classic periods; detached notes and vocal color. Repertoire: more difficult songs and arias from the Baroque and Classic periods; easy to medium difficult Romantic art songs and arias; simpler songs and arias by contemporary composers. Sophomore recital for voice majors. Six hours practice weekly for one hour credit each quarter, nine hours practice weekly for two hours credit each quarter, twelve hours practice weekly for three hours credit each quarter. All voice students are required to sing in the college chorus. Voice majors should complete FRE 153. Prerequisite: MUS 110 or permission of the instructor. | |
| MUS 211-212- 213 | Piano IV, V, VI | (Var.) 1(1-6), 2(1-9) or 3(1-12) |
| | All major and minor scales and arpeggios in rhythms. More difficult selected technical studies. Easier Preludes and Fugues of Bach. More difficult sonatas of Mozart and Beethoven, and literature of Schubert, Schumann, Chopin, and Brahms. Pieces from the modern composers. Six hours practice weekly for one hour credit each quarter, nine hours practice weekly for two hours credit each quarter, twelve | |

hours practice for three hours credit each quarter. All piano students are required to sing in the college chorus.

Prerequisite: MUS 113 or permission of the instructor.

- MUS 214-215-216** **Organ IV, V, VI** (Var.) 2(1-9) or 3(1-12)
Completion of the "Eight Little Preludes and Fugues" and study of other Bach such as the "Toccata and Fugue in D Minor." Pieces from pre-Bach, Romantic, and Modern school of organ composition; hymn-playing and church service playing. Nine hours practice weekly for two hours credit each quarter and twelve hours practice weekly for three hours each quarter. All organ students are required to sing in the college chorus.
Prerequisite: MUS 116 or by permission of the instructor.
- MUS 217-218-219** **Chorus IV, V, VI** (F,W,S) 1(0-2)
A continuation of MUS 117, 118, 119.
- MUS 220-221-220** **Music History and Literature** (F,W,S) 3(3-0)
I, II, III
An historical survey of music from its primitive beginning to the present, designed to develop a deeper understanding, appreciation, and enjoyment of music. Recorded music examples. Listening assignments. Open to all students.

NURSING—ASSOCIATE DEGREE

- NUR 101** **Introduction to Nursing** (F) 9(4-15)
Explains the concepts of health, illness, man's pursuit of wholeness, and nursing intervention through the use of the nursing process. Basic human needs, interpersonal relationships, and dynamics of behavior are studied. Laboratory experience is provided in the clinical setting.
Corequisite: BIO 205.
- NUR 102** **Medical/Surgical Nursing I** (W) 9(4-15)
Applies the nursing process to the care of adults who experience problems related to basic human needs. Explores the body's responses to illness. Surgical intervention as a stress situation is studied. The psychological needs of the patient and family are integrated throughout the course. Laboratory experiences are provided in the hospital and other clinical settings.
Corequisite: BIO 206.
Prerequisite: NUR 101.
- NUR 103** **Medical/Surgical Nursing II** (S) 9(4-15)
Utilizes the nursing process in caring for adults who experience complex problems related to basic human needs. Man as a totality is considered with emphasis on psychosocial, emotional, and spiritual as well as physical needs. Concepts from allied health disciplines are applied in meeting the needs of the individual. Laboratory experiences are provided in hospitals and other community agencies.
Corequisite: BIO 207.
Prerequisite: NUR 102.

- NUR 201** **Maternity Nursing** (SS) 9(4-15)
 Applies the nursing process in caring for the emerging family group throughout the maternity cycle. Assesses the basic concepts of maternal and family health and comprehensive nursing care during the maternity cycle. Recognizes the interrelationship within the family throughout the span of marriage. Laboratory experiences are provided in hospitals and other community agencies.
 Prerequisites: NUR 103, NUT 101, PHM 101, PSY 201-202, PSY 231.
- NUR 202** **Child Health Nursing** (F,W,S) 9(4-15)
 Applies the nursing process in caring for the child from infancy through adolescence, including the family constellation. Includes the study of growth and development and the care of ill children. Laboratory experiences are provided in hospital and other community agencies.
 Prerequisites: NUR 103, NUT 101, PHM 101, PSY 201-202, PSY 231.
- NUR 203** **Psychiatric/Mental Health Nursing** (F,W,S) 9(4-15)
 Integrates the pursuit of wholeness with a study of personality structure and common psychiatric disorders. Applies principles of individual and group behavior to the emotionally ill. Laboratory experiences are provided in hospitals and other community agencies.
 Prerequisites: NUR 103, NUT 101, PHM 101, PSY 201-202, PSY 231.
- NUR 204** **Medical/Surgical Nursing III** (F,W,S) 9(4-15)
 Applies scientific principles to the care of the critically ill adult patient. Man's adaptation to his environment is emphasized. Utilizes the health team approach in helping the individual to attain optimum fulfillment of his health needs. Emphasizes teaching health concepts to the patient and his family. Laboratory experiences are provided in hospital and other community agencies.
 Prerequisites: NUR 103, NUT 101, PHM 101, PSY 201-202, PSY 231.
- NUR 205** **Issues in Nursing** (F,W,S) 4(4-0)
 This course provides opportunities for the student to become familiar with the historical background of the nursing profession as well as to explore the contemporary problems and trends in health care. The student is also exposed to the role she may have to assume as a registered nurse.
 Prerequisites: NUR 103, NUT 101, PHM 101, PSY 201-202, PSY 231.

NUTRITION

- NUT 101** **Nutrition** (F) 3(3-0)
 Deals with nutrition throughout the entire life cycle. Included in the course are the principles of good nutrition and their application to patients suffering from various diseases.

PHYSICAL EDUCATION

- PED 101** **Basic Movement** (F,W,S) 1(1-2)
Primarily designed for the development and improvement of muscular strength, muscular endurance, and circulo-respiratory endurance. Gross motor activity such as running, jumping, leaping, and general floor exercises are stressed.
- PED 101A, 102A** **Adapted Physical Education** (F,W,S) 1(1-2)
103A A planned program of selected activities for individuals with physical defects or limitations that would prohibit them from participating in regular physical education activity classes.
- PED 102** **Flag Football** (F) 1(1-2)
Introduction to the basic skills of football (kicking, passing, running, and blocking). Controlled competition is stressed to utilize skills and develop and/or improve muscular strength and endurance.
- PED 103** **Soccer** (F) 1(1-2)
Introduction to the basic skills of soccer (kicking, passing, heading, dribbling, and guarding). Controlled competition is stressed to utilize skills in game situations.
- PED 104** **Stunts and Tumbling** (W) 1(1-2)
Flexibility and strength activities are stressed. Forward rolls, backward rolls, shoulder rolls, head stands, hand stands, hand springs, rope climbing, vaulting, and balance activities.
- PED 105** **Elementary Gymnastics** (W) 1(1-2)
Primary activity with the use of the vaulting box, horse, spring board, vaulting buck, and trampoline.
- PED 106** **Volleyball** (W) 1(1-2)
Introduction to the basic skills of volleyball (serving, passing, set-up, spike, and blocking). Controlled competition involving rules, scoring, and strategy is an integral part of this course.
- PED 107** **Track and Field** (S) 1(1-2)
Class competition in the high jump, broad jump, discus throw, shot put, and running events. Designed to develop and maintain and/or improve muscular strength and endurance.
- PED 108** **Field Hockey** (F) 1(1-2)
Introduction to the basic skills of field hockey (dribble, push-pass, drive, flick, fielding, dodge, and scoop). Controlled class competition is stressed.
- PED 109** **Beginning Swimming** (SS) 1(1-2)
For the non-swimmer or individual with limited swimming ability. Introduction to basic self-rescue and swimming skills

(breathing, floating, gliding, kicking, and stroking). American Red Cross certificates issued.

- PED 110 Basketball (F,W) 1(1-2)**
Introduction to the basic skills and rules of basketball (passing, dribbling, and shooting). Class competition is stressed.
- PED 111 Baseball (S) 1(1-2)**
Introduction to the basic skills and rules of baseball (hitting, throwing, running, sliding, and field position). Class competition is stressed.
- PED 112 Badminton (W) 1(1-2)**
Fundamental skills and rules of badminton (swing and cocking of strokes, serves, drop shots, net play, scoring and strategy). Class competition is stressed.
- PED 113 Intermediate Swimming (SS) 1(1-2)**
Basically for individuals with limited swimming ability. Development of basic strokes and self-rescue skills is stressed. American Red Cross certificates issued.
- PED 114-115 Basic-Intermediate Sailing (F,S,SS) 1(1-2)**
Practical on-the-water experience in the basic rudiments of small boat sailing. Small craft safety is stressed. American Red Cross certificates issued.
Prerequisite: Demonstrated ability to swim.
- PED 116 Senior Life Saving (SS) 1(1-2)**
Development of swimming skill and advanced rescue techniques. Fundamental strokes emphasized are side, elementary back, breast, and over arm. American Red Cross certificates issued to qualified class members.
- PED 117 Basic Canoeing (F,S,SS) 1(1-2)**
Lecture and laboratory experiences in basic skills of lake, river, and creek canoeing. All of the basic canoeing strokes are covered along with fundamentals of canoeing safety and rescue. American Red Cross certificates issued.
Prerequisite: Demonstrated ability to swim and sail.
- PED 201 Archery (F,S,SS) 1(1-2)**
Introduction to skills and techniques of archery target shooting using various types and weights of bows. Class target practice is stressed.
- PED 202 Tennis (F,S,SS) 1(1-2)**
Introduction to the elementary skills used in tennis (serve, volley, smash, and lob). Basic rules and strategy for singles and doubles are included. Practical experience in class competition is stressed.
- PED 203 Dance (W) 1(1-2)**
Designed to develop and improve fundamental skills in dance movements and techniques to encourage appreciation of dance as an art form.

- PED 204 Bowling** (W,S,SS) 1(1-2)
Designed for beginning and/or experienced bowlers. Introduction to basic techniques and skills in bowling (ball selection, approach, release, and various steps). Practical experience is stressed. A nominal lane fee is charged for each game.
- PED 205 Softball** (S) 1(1-2)
Introduction to the basic skills and rules of softball (hitting, fielding, running, and field position). Class competition is stressed.
- PED 206 Golf** (S,SS) 1(1-2)
Instruction in the skills and rules of golf (stance, grip, swing, and club selection). Class experience in use of irons is stressed.
- PED 207 Water Safety Instructor** (SS) 1(1-2)
Class organization is based upon American Red Cross program of instruction involving advanced skills and techniques of water safety. American Red Cross certificate issued.
Prerequisite: Senior Life Saving.
- PED 208 Instructor Sailing** (S,SS) 1(1-2)
Class organization is based upon American Red Cross program of instruction in small-craft safety. Practical experience in teaching individuals how to handle small day sailers is stressed. American Red Cross certificate issued.
Prerequisite: Demonstrated ability to swim and sail.
- PED 210 Advanced Basketball** (W) 1(1-2)
A continuation of PED 110—Basketball. Class competition is stressed.
- PED 211 Advanced Baseball** (S) 1(1-2)
A continuation of PED 111—Baseball. Class competition is stressed.
- PED 216 Advanced Swimming** (SS) 1(1-2)
Designed for experienced swimmers that want to improve their ability in self-rescue techniques and basic strokes. American Red Cross certificate issued.
- PED 221 Techniques for Teaching Physical Education Activities in the Public Schools** (S) 3(3-0)
Experience in planning activities for the high school and elementary school and the review of learning the necessary skills and techniques of leadership. Methods, techniques and organization of Physical Education programs at the secondary level are stressed with some experience in practical application.
- PED 222 Techniques of Officiating Sports** (F,W,S) 4(2-4)
Designed for pre-physical education majors and/or other students with a particular interest in individual, dual, and

team sports. This course will involve lecture and laboratory experience to expose students to methods and techniques of officiating sports. Safety, sportsmanship and ethics, knowledge of rules and mechanics of officiating will be of primary concern.

Prerequisites: Sophomore standing or permission of instructor.

PHARMACOLOGY

- PHM 101** **Pharmacology** (W) 3(3-0)
A study of the formulation, development, manufacture, and control procedures of drug products. Emphasis is placed upon the usage, administration, and action of drugs as they apply to the individual patient.

PHYSICAL SCIENCE

- PHS 101-102-103** **Physical Science I, II, III** (F,W,S) 4(3-3)
A study of the principles of the physical world. Scientific concepts are developed by means of an experimental and theoretical investigation into the nature of the solid state. Subjects studied include measurements and their significance, the nature of light and its interaction with solids, forces and their effect on and in solids, and the molecular theory of matter.

PHYSICS

- PHY 201, 202, 203** **General Physics I, II, III** (F,W,S) 4(3-3)
A survey course of the basic principles of physics. Topics include mechanics, heat, light, electricity, magnetism, and wave motion.
- PHY 1040** **Applied Physics I** (W) 2(1-2-0)
Basic principles of electricity and magnetism. Electron theory, magnetism and electromagnetism, series and parallel circuits, and electrical measurement.
- PHY 1050** **Applied Physics II** (S) 2(1-2-0)
Properties and measurement of light. Properties and measurement of heat and its effect upon matter.
- PHY 1060** **Applied Physics III** (SS) 2(1-2-0)
Systems of measurements, properties of solids, liquids, and gases. Theory of matter, energy, force and motion.

POLITICAL SCIENCE

- POL 211** **United States Government I** (F,S,SS) 3(3-0)
A study of the origins of the United States system of government: the English historical roots, the Parliament, Common Law, the jury system, Magna Carta, British Colonial

influences, the Enlightenment, weaknesses of the Articles of Confederation, the Constitution.

- POL 212** **United States Government II** (W,SS) 3(3-0)
A study of the operation of the United States system of government: interest groups, political parties, elections, the committee system of Congress, the executive and the bureaucracy, and the judiciary. Emphasis is placed on the problem solving aspects of governmental operations.
Prerequisite: POL 211.

PRACTICAL NURSE EDUCATION

- PNE 1001** **Scientific Study I** (F) 21(21-0-0)
This course includes the fundamentals of nursing care, arts and skills, history of nursing, community health, physical and mental health of the individual, vocational adjustment of the beginning student, nutrition and diets in health and disease, anatomy and physiology, microbiology as related to nursing, and pharmacology. Students are required to pass each subject area in logical sequence.
- PNE 1002** **Scientific Study II** (W) 12(12-0-0)
This course includes the study of medical-surgical patients with general nursing care problems of all ages. Selected experiences are offered the student in care and diets, normal and abnormal conditions of the maternity patient, care of the newborn, and a continued study of pharmacology. Students are required to pass each subject area in logical sequence.
- PNE 1003** **Scientific Study III** (S) 12(12-0-0)
A continued study of medical-surgical patients of all ages from the simple to more complex condition, surgical intervention for pathological disorders, oncologic nursing, growth and development, and pediatric nursing, including communicable diseases. Students are required to pass each subject area in logical sequence.
- PNE 1004** **Scientific Study IV** (SS) 12(12-0-0)
Continued study of medical-surgical patients in more complex situations, mental health, methods and skills in maintaining life and alleviating suffering, and vocational adjustments where the student starts to function as a graduate under supervision. Students are required to pass each subject area in logical sequence.
- PNE 1011** **Laboratory Study I** (F) 2(0-4-0)
Nursing care demonstrations, arts, and skills are provided in clinical facility and practice laboratory.
- PNE 1022** **Laboratory Study II** (W) 1(0-2-0)
A study of more advanced nursing skills related to the medical-surgical patient within the role of the practical nurse.

- PNE 1222** **Clinical Practice I** (W) 7(0-0-22)
Clinical practice of nursing skills, diet therapy, and treatments of selected patients in medical or surgical conditions in the clinical facility; and administration of medicines, clinical experiences, and nursing care of the maternity patient and newborn infant.
- PNE 1333** **Clinical Practice II** (S) 8(0-0-25)
A continued study of patients of all ages in medical-surgical conditions, nursing care of children, behavioral patterns of children in health and disease of all ages, geriatrics, and the administration of medicines.
- PNE 1444** **Clinical Practice III** (SS) 8(0-0-24)
Advanced arts and skills of patients of all ages, recovery room experience, and total patient care of the medical surgical patient.

PSYCHOLOGY

- PSY 90** **Techniques of Learning** (F,SS) 3*(3-0)
This course is intended to teach entering freshmen who have weak academic backgrounds to outline materials, outline schedules for effective use of time, and to establish effective study habits for an academic college curriculum.
- PSY 98** **Group Counseling** (F,W,S,SS) 3*(3-0)
This course will be required of all students who are on academic probation. It is intended to give students who are having academic difficulty intense counseling and supervision as a guide toward academic success.
- PSY 100** **Human Potential Seminar** (F,W,S,SS) 2(1-2)
Through a small structured group process, the purpose of this course is to assist persons in discovering and actualizing their capabilities and strengths. The seminars elicit individual discovery and group reinforcement of the personal strengths, motivators, values, and the successful and satisfying experiences of each participant. The major emphasis of this course is the development of the *total* person through identification of values and the formation of goals for life. Graded on a satisfactory (S), unsatisfactory (U) basis.
- PSY 201-202** **General Psychology I, II** (F,W,S,SS) 3(3-0)
Emphasizes psychology as a science of behavior; man as a biological organism in a social world; man as a motivated person with attitudes, emotions, needs and desires; man as a thinking, imagining, reasoning, and learning person.
- PSY 221-222** **Educational Psychology I, II** (W,S) 3(3-0)
The teaching-learning process with an emphasis on learning theory, transfer, problem solving, habit formation, individual differences, and factors that facilitate learning. Focus

* Denotes preparatory credit (non-transferable).

is on the individual—how he grows, the part language plays in his development, how intelligence and motivation combine to shape his personality.

Prerequisite: EDU 201 or PSY 201 or permission of the instructor.

PSY 231 **Child Growth and Development** (S) 3(3-0)
A study of the principles of growth and the development of the child, beginning with prenatal factors. Biological, emotional, social, and intellectual aspects are examined.
Prerequisite: PSY 201.

PSY 1060 **Industrial, Community, and Personal Relations** (S) 2(2-0-0)
A study to promote a clear understanding of the basic principles of human psychology, particularly as applied to the personal relations involved in successfully holding and performing a job in modern industry.

SOCIOLOGY

SOC 201-202 **Introduction to Sociology I, II** (F,W,S,SS) 3(3-0)
An introduction to the essential concerns of sociology with special regard to theory and methodology. Emphasis is placed upon social processes, institutional life, and the processes whereby reality is socially constructed; basic concerns revolve around human ecological form in the United States in the 20th century.

SOC 203 **The Urban Community** (F,S,SS) 3(3-0)
The course is grounded in relevant literature on the research techniques and current theories concerning the phenomenon of urbanization, speaking experientially of the cultural bases, social organization, ecological aspects, and problems of the American urban community. A further concern is the dialectical relationship between society and the individual.
Prerequisites: SOC 201 and SOC 202.

SOC 204 **Social Problems** (W,S) 3(3-0)
Contemporary social problems: social change; crime and delinquency; dominant-minority group relations; value conflict; student protest; population explosion; and social deviancy.
Prerequisites: SOC 201 and SOC 202.

SPANISH

SPA 101-102-103 **Elementary Spanish I, II, III** (F,W,S,SS) 3(3-1)
Pronunciation, grammar, oral and written exercises, conversation, dictation, and introductory reading material. Students who have acquired two high school units in Spanish may not take Spanish 101-102-103 except by permission of the instructor.

SPA 151-152-153 **Intermediate Spanish I, II, III** (F,W,S) 3(3-1)
 For students with two years high school or one year college Spanish. Systematic review of Spanish grammar with some written composition and oral practice and with further reading of modern prose (short stories, drama, etc.), of both Spanish and Spanish-American writers.

SPA 200 **Selected Readings in Spanish** (Var.) 3(3-0)
 Selected readings in Spanish. A course for those particularly interested in learning to read Spanish. Selections of short stories and drama will be used to provide ample vocabulary idioms, etc.
 Prerequisite: Permission of the instructor.

SPEECH

SPH 101 **Voice and Diction** (F,W,S,SS) 3(3-0)
 Vocal and auditory mechanisms; exercises in phrasing, voice projection and articulation; and standard regional and general American pronunciation.

SPH 102 **Introduction to Phonetics** (W,SS) 3(3-0)
 A study of the separate sounds of standard regional and general American pronunciation.

SPH 201 **Public Speaking** (F,W,S,SS) 3(3-0)
 Speech preparation and delivery. Practical training in presentation of short speeches.

TECHNOLOGY

T-TEC 101 **Introduction to the Slide Rule** (F) 1(1-0)
 Slide rule, logarithm review, powers of ten, scientific notation, and graphical representation.

T-TEC 201 **Technical Report Writing** (S) 4(4-0)
 A study of the design and composition of both the long and short forms of technical reports. Exercises in developing typical technical reports, using writing techniques and graphic devices, are completed by the student. Practical application in the preparation of a full-length technical report is required of each student at the end of the term.
 Prerequisite: ENG 101.

WELDING

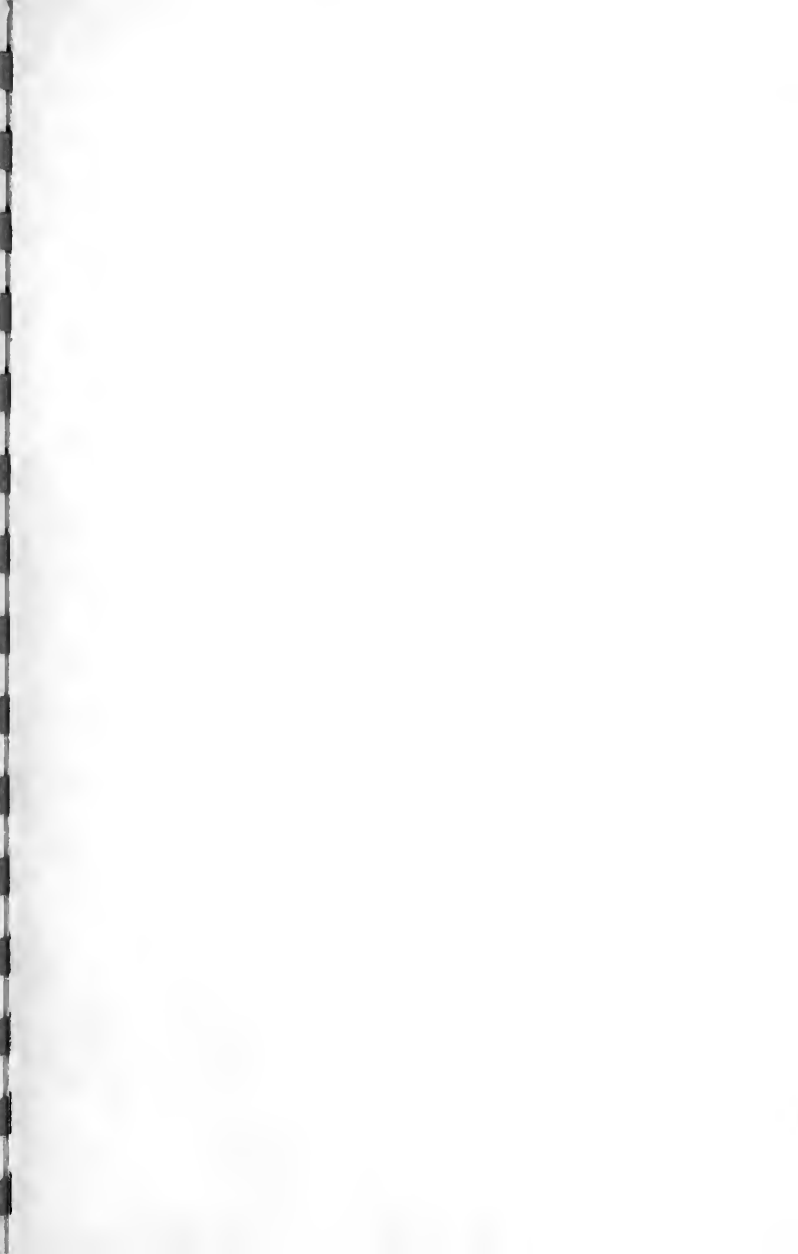
WLD 1400 **Beginning Welding** (F) 10(3-8-8)
 Introduction to the history of oxyacetylene and arc welding, the principles of welding and cutting, nomenclature of the equipment, and assembly of unit. The operation of various AC transformers, AC and DC rectifiers, and DC motor generator arc welding units. Welding procedures such as practice of puddling and carrying the puddle, running flat beads, butt welding in the flat, vertical and overhead posi-

tions, and the cutting of straight lines with the torch. Safety procedures are stressed throughout the program of instruction.

- WLD 1412 Mechanical Testing and Inspection (SS) 2(1-3-0)**
The standard methods for mechanical testing of welds. The student is introduced to the various types of tests and testing procedures and performs the details of the test which will give adequate information as to the quality of the weld. Types of tests to be covered are: bend, destructive, free-bend, guided-bend, nick-tear, notched-bend, tee-bend, non-destructive, V-notch, Charpy impact, etc.
- WLD 1422 Commercial and Industrial Practices (S) 6(2-5-4)**
Designed to build skills through practices in simulated industrial processes and techniques: sketching and laying out on paper the size and shape, description, listing the procedure steps necessary to build the product, and then actually following these directions to build the product. Emphasis is placed on maintenance, repairing worn or broken parts by special welding application, field welding, and non-destructive tests and inspection.
- WLD 1423 Inert Gas Welding (S) 6(2-5-4)**
Introduction and practical operations in the use of inert-gas-shield arc welding. A study will be made of the equipment, operation, safety, and practice in the various positions. A thorough study of such topics as: principles of operation, shielding gases, filter rods, process variations and applications, and manual and automatic welding.
- WLD 1424 Pipe Welding (SS) 6(2-5-4)**
Designed to provide practice in the welding of pressure piping in the horizontal, vertical, and horizontal fixed position using shielded metal arc welding processes according to Sections VIIIa and IX of the ASME code.
- WLD 1425 Certification Practices (SS) 5(2-4-4)**
This course involves practice in welding the various materials to most certification standards. The student uses various tests including the guided bend and the tensile strength tests to check the quality of his work. Emphasis is placed on attaining skill in producing quality welding.
- WLD 1442 Intermediate Welding (W) 10(3-8-8)**
A review of basic oxyacetylene cutting and welding, preparation of metals, types of joints, welding procedures and testing of the welds. The operation of A.C. transformers and D.C. motor generator arc welding machines. Studies are made of welding heats, polarities, and electrodes for use in joining various metal alloys by the arc welding process. After the student is capable of running beads, butt and filletwelds in all positions are made and tested in order that the student may detect his weakness in welding. Safety procedures are emphasized throughout the course.

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